

ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL

UCAS Applications

for Year 12



HOPE ° WISDOM ° FRIENDSHIP ° FORGIVENESS ° COMPASSION

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Important Dates

TO BE DONE	DEADLINE	COMPLETED tick to confirm ✓	DATE
Online Registration at www.ucas.com	End of June (Year 12)		
Complete Personal Details on UCAS form	Mid July (Year 12)		
Complete GCSE Qualifications (results received August) on UCAS form	End of Year 12		
Complete GCE/BTEC Courses and Modules - Year 12/13 Studies on UCAS form	End of September Term 1 Year 13		
Personal Statement Workshop – advice and guidance on Personal Statement writing	By October half term		
Complete first draft of Personal Statement and get it checked by Miss Hyde – do this in Word	By end of first week of November – checking to continue through ‘til end of November		
Complete final draft of Personal Statement – do this on Word	By end of November		
Complete details of Universities/Colleges and courses selected on UCAS form	By end of November		
Complete application and pay so that Miss Hyde can complete reference	By 15 th December		
UCAS forms should all be completed and sent to UCAS	Beginning January		

What is UCAS?



UCAS, the Universities and Colleges Admissions Service, manages almost all applications to UK full-time undergraduate degrees. St George's will provide you with your login details to set up your UCAS account. This will remain your account and you can set this up and return to it by re-logging in as required.

Why do I apply through UCAS?

Applying through UCAS allows you to send one application to up to 5 different Universities you wish to apply to (it is highly recommended you use all 5 options available in case of disappointment).

Without UCAS you would have to fill in separate and different application forms for each University/College you want to apply to.

Each University/College you apply to will have to make their decisions in the same timescale, meaning you will have a clear idea of where you can go quickly.

UCAS passes your details to the institutions, collects their decisions and passes them to you. It **does not** make decisions on applications, but just passes on information between institutions and applicants. It acts as a go-between!

What information goes on the form?

Your personal details

Name, address, phone numbers, email, date of birth, how you will be funded, places of education.

Your 5 choices of Universities and the course for each University

Once you have decided what course you want to do, look into what universities do it and choose 5 universities. If you are not sure come and see Miss Hyde to have a chat regarding your progression.

You can apply for more than one course at one University, but please note it is not advisable to apply to one University for lots of different courses.

Places of education

The names of the Schools you have attended ...

The qualifications you have - GCSEs, AS levels, BTEC.

Under each place of education you enter the results you have already achieved at School.

Your predicted grades for A level and BTEC

This grade should be put down, but do not worry if you do not achieve it. Your grade will be **CONDITIONAL** on the grades you get. On results day, when your grades are sent to the universities, the universities will reply with yes or no.

Any employment

Jobs you have had; a brief description of your job, the address and the company name, the dates you were there.

Personal statement – about yourself

This is designed for you to sell yourself to the course you are applying for.

You can talk about: **why you want to study the chosen course**, achievements you have (prefect, games captain etc), employment, extra-curricular activities, work experience, A levels, and interests outside of school.

There is a full support service available at St George's CofE Foundation School for writing your personal statement. Please attend these sessions they should prove very useful.

Reference

Miss Hyde will submit a reference request, via your Form Tutors, so that a written reference can be provided by the School. This will be completed and returned to Miss Hyde, who will then put together a completed reference. A copy of this completed reference will be given to you for approval, before it is put on to your UCAS application.

Entering your qualifications

You must first enter the institution where you completed these qualifications.

Most of you will only have qualifications from St George's (GCSEs, BTECs, 'AS' levels and predicted 'A' levels)

Some key points to think about when you enter your qualifications:

- Enter each qualification separately
- All of your GCSEs will be grouped together automatically (and the same goes for any other qualifications that are the same level)
- You have to put the DATE that you received each qualifications e.g. May 2019

It is vital that you put down any grades you have as this is one of the main things that universities look at.

For those who have come from different school, you have to:

- Enter the school you got your GCSE's/BTECs in
- Put in the subjects, grades and dates

THEN

- Enter St. George's as another institution and enter the grades you have achieved/are predicted.

You can also add external qualifications –

- Music grades
- Dance grades
- Other you may have

Some Universities do not look at individual grades, but convert your grades into points (referred to as UCAS credits/points).

Each grade has a different amount of points attached to it. Please see the table on the next page.

UCAS Points

BTEC

	Pass	Merit	Distinction	Distinction*
BTEC Level 3 National Certificate	8	16	24	28

	Pass	Merit	Distinction	Distinction*
BTEC Level 3 National Extended Certificate	16	32	48	56

	PP	MP	MM	DM	DD	D*D	D*D*
BTEC Level 3 National Diploma	32	48	64	80	96	104	112

	PPP	MPP	MMP	MMM	DMM	DDM	DDD	D*DD	D*D*D	D*D*D*
BTEC Level 3 National Extended Diploma	48	64	80	96	112	128	144	152	160	168

	Pass	Merit	Distinction	Distinction*
BTEC Level 3 Subsidiary Diploma	16	32	48	56

GCE

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

Employment AND voluntary work

Any employment or voluntary work is an attractive feature to Universities.

It shows that you are able to handle responsibilities by:

- Being punctual
- Fulfilling a job
- Earning money
- Being part of a team
- Being trusted as an employee



Any employment counts, regardless of this time you spent doing the job. Think about any jobs you have completed working in a shop, café, voluntary work at a charity shop, lifeguard duty etc. They are all worth including.

Personal Statement

Your personal statement has to FOCUS in on the SUBJECT that you wish to study at university and show your passion and drive for it. It is your chance to 'shine'! ... Why are you so special and why should they choose you above others with equivalent qualifications?

What are the Universities looking for?

- That you are **suited** to take that degree course (qualifications, ability, relevant work experience)
- You have **motivation** to study a degree
- You have **knowledge** of the subject you are applying for, particularly of that subject at degree level
- Your other skills and experience
- Your career **aspirations**

They will expect you to be...

- Interested and capable in your chosen subject
- Have an understanding of where higher education will take you
- Able to work to a high academic level, and to be able to cope with the challenges that presents
- Self-motivated and able to meet deadlines
- Capable of working well in a team and on your own
- Willing to develop your skills
- Prepared to take all of the opportunities (academic and social) which higher education provides
- A great student, friend and member of the university

What you need to write in your personal statement...

- Why you have applied for that subject(s)
- What particularly interests you about it
 - Any reading around the subject or relevant experiences you have had
 - Any potential career plans
- Information about your approach to your Sixth Form studies
- Have you enjoyed studying? Are you looking forward to doing more in- depth study?
- What subjects did you enjoy the most? And what did you get out of them?
- Relevant school activities and achievements - Games Captain, Prefect, Student Voice and any groups/clubs.
- What have you gained from these responsibilities?
- Hobbies and interests
- Try to think of original things you do in your spare time (music, rugby, sports, drama etc) what do you gain from these activities?
- Talk about jobs you have had or work experience (including voluntary), If work experience, voluntary work or jobs can be linked to your degree, then emphasise this
- Why you want to go to university/college?
- What will the opportunity give you?
- How will it affect your life?
- Do you want to join any clubs/societies?



REMEMBER YOU MUST ALWAYS PLAN YOUR STATEMENT!

THIS IS WHAT DEFINES YOU AS AN INTERESTING AND UNIQUE STUDENT FOR YOUR CHOSEN UNIVERSITY!

It will seem very big headed when you read it back, but you have to **SELL YOURSELF** to the Universities as being better than the other applicants.

Admissions tutors are not expecting you to have changed the world, but they are expecting you to be able to reflect on what your various achievements and experiences have given you.

You should also avoid making bland or incomplete statements, which just leave the reader with an unanswered question.

For instance: Instead of writing,

'I really enjoy Netball'

Expand it with,

'In my spare time I often play Netball games with the club I am part of. It provides me with the opportunity to socialise and further a Sport that is close to my heart'

Support Available

Who can help?

- Miss Hyde is available to help you with UCAS and discuss what is available for you
- Your Form Tutor - can give you advice and is also responsible for writing part of your reference
- Your Subject Teachers – will be able to offer you guidance on your strengths in their subjects
- Chris Targett - School Careers Advisor
- Mrs Lewis – UCAS Coordinator and Examinations Officer



What to do now?

- By the end of June we will have helped you set up your UCAS account
- Before then, you could do some research into the subject(s) that you are interested in studying
- Look into the type of university you would like to study at:
 - Would you like a campus or city university?
 - Where in the country would you like to live?
 - What entry requirements are realistic for you?
 - use the 'Groups of Universities' pages to identify the different types of universities out there e.g. Russell Group
- Ask for help! The rest of your life could be defined by the university and degree that you choose so come to us with any questions you have