UCAS: STEP BY STEP

Dates to remember:

Feb 2020 - Register on UCAS Hub for information about courses and universities
March 2020 - Meet with your tutor to discuss your personal statement and reference
March 2020 – Oxford and Cambridge information evening
April 2020 – start planning open day visits.
24th April 2020 – UCAS Convention
May 2020 - Register on UCAS Apply & Track
Summer term 2020 - Plan and write first draft of your personal statement for discussion with your tutor. Do not leave this task until the last minute. Seek help early if you need advice.
Check if there any additional requirements for the course you wish to study.
For example:

- Registration for tests? What is the deadline, where to you take them? eg medicine, veterinary science, law
- Need a portfolio? eg arts courses, architecture
- Oxbridge tests to be taken in October half term: speak to Mrs Elliott

Carry on completing each section of the application form.

INTERNAL DEADLINES

Applicants for Oxford, Cambridge, Medicine, Veterinary Science		**Applicants for all other universities and courses**	
By Friday 18th September 2020	Complete the application process, 'pay and send' your form	**By Friday 13th November 2020**	Complete the application process, 'pay and send' your form
After sending	Look out for an email inviting you to review your form and mock interview information	**After sending**	Look out for an email inviting you to review your form Mock interviews available if required
By Thursday 15th October 2020	Review and submit your form to UCAS. Do not leave this until the last minute, otherwise you won't have time to make any necessary amendments	**By Friday 18th December 2020**	Review and submit your form to UCAS. Do not leave this until the last minute, otherwise you won't have time to make any necessary amendments

Step 1

Feb 2020: Register with UCAS Hub for information about courses and universities

Feb half term – start your research

May 2020: REGISTER WITH UCAS Apply and Track and start to fill in the application form with the basic information.

- Make sure you link your application to Queen Elizabeth's Grammar School, **Ashbourne** using our buzzword: [redacted]

- Make a note of your log in details on your phone

The email address you provide will be the one they send information to.

Things to remember to include:

- Finance: Choose code **02** for student finance unless someone is paying for you to go then choose 01

- Nominated access. This is in case you are not available on results day; they can then speak to universities/UCAS on your behalf, usually a parent, but can be any trusted adult.

Education:

Add GCSEs/BTECs and your grades. Please use the guide below to help find your course.

Subject	Board
GCSE: From the list select GCSE (Grade 9-1), then select your subject from the drop down list	
Art & Design	AQA
Biology	AQA
Business Studies	Pearson Edexcel
Chemistry	AQA
Computer Science	OCR
English Language	AQA
English Literature	AQA
Drama	OCR
Fashion & Textiles	AQA
Food Preparation & Nutrition	WJEC
French	AQA
Further Maths	AQA
Geography	Edexcel
German	AQA
History	Edexcel
Mathematics	AQA
Music	OCR
Physical Education	Edexcel
Physics	AQA
Religious Studies A	AQA
From the list, select GCSE Double Award (9-9-1-1)	
Select: Combined Sciences: Trilogy (9-9-1-1)	AQA

Enter "Other" in the search box, select "Other (UK Qualifications), free type the qualification	
GCSE (9-1) Design and Technology	AQA
WJEC L1/L2 Awards Constructing the Built Environment	WJEC
AQA Fashion and Textiles Award	AQA
BTEC: Technical Award – Enter "Other" in the search box, select Other (UK qualifications), free type the qualification	
BTEC L1/L2 Tech Award Creative Media Production	Pearson
BTEC L1/L2 Tech Award Engineering	Pearson
BTEC L1/L2 Tech Award Performing Arts	Pearson
BTEC L1/L2 Tech Award Travel and Tourism	Pearson
Enter BTEC in the search box: select "BTEC First", select from the drop down	
Sport	Pearson

Education:

Add the A level and/or BTEC subjects you are taking and enter grades as pending. Please use the guide below

Subject	Board
A level: From the list select GCE Advanced level or GCE Advanced Subsidiary (if you have done AS level), then select your subject from the drop down	
Art, Craft & Design	AQA
Biology	AQA
Business	Pearson Edexcel
Chemistry	AQA
Computer Science	OCR
Economics	Pearson Edexcel

English Language	AQA
English Literature	AQA
Extended Project Qualification	AQA
French	AQA
German	AQA
Spanish	AQA
Geography	Pearson Edexcel
Government and Politics	AQA
History	Pearson Edexcel
Mathematics (AS Maths 7356, A level Maths 7357)	AQA
Further Mathematics	AQA
Music	AQA
Physics	AQA
Psychology	AQA
Religious Studies	AQA
Sociology	AQA
Sport and Physical Education	AQA
BTEC: use the 'Search' box to find the qualification. Enter BTEC Level 3, select the correct award and your subject from the drop down menu:	
BTEC Level 3 National Extended Diploma (1080) Triple Award	
Art & Design	Pearson
Business	Pearson Edexcel
Creative Digital Media Production	Pearson
Sport and Exercise Science	Edexcel
BTEC National Diploma (720) Double Award	
Art & Design	Pearson
BTEC National Extended Certificate (360) Single Award	
Creative Digital Media Production	Pearson
Performing Arts	Edexcel

Science: (Applied Science)	Pearson Edexcel
Enter AQA Level 3 in the search box	
Certificate in Mathematical Studies: (Core Mathematics)	AQA
Enter "Other" in the search box, select "Other (UK qualifications)", free type the qualification	
Supporting Teaching & Learning in Schools: BTEC Level 3 National Award (80)	Edexcel

Step 2

Plan and draft your personal statement and discuss it with your tutor.
You could use the guidance below to plan your statement.

It has been designed as a guidance tool to help you with your personal statement.

Talking positively about yourself is difficult, but it is a skill you must master and will aid you in the future, not just for university applications.

Remember, the purpose of doing the personal statement is to separate yourself from other candidates, so you need to convince the reader and sell yourself.

THE COURSE

Write down three reasons why you want to do the course(s) you are applying for:

1.....
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2.....
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3.....
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How can you show your commitment/interest in the subject?
Extra reading
Summer school
Work experience

How has it helped your understanding and boosted your interest?

WHAT SKILLS DO YOU HAVE?

Try and fill out this chart as much as you can. You can then turn these skills into examples for your personal statement.

Key Skill	Example
Organisation skills	
Communication skills	
Working independently	
Working to deadlines	
Team working	
Using initiative	
IT skills	

HOW TO STRUCTURE IT

There is no right or wrong way to structure your personal statement.

This could be a good place to start if you are struggling.

ACTIVITY, BENEFIT, COURSE

Activity: Choose an activity you have done (this could be from the skills table that you completed earlier)

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Benefit: How has the activity benefited you?

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Course: How can this be linked to your chosen course or how might this benefit you at university?

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TOP TIPS

Your personal statement must be well structured, convincing and easy to understand. Whatever course you do at university you will be required to write essays. If you can demonstrate in your personal statement that you can communicate effectively in writing you will make a very good impression.

- ✓ Give examples to demonstrate you are self-motivated, disciplined and mature
- ✓ Show passion, enthusiasm and knowledge about the course. They will choose people who show a genuine interest in learning more about the subject, and fully understand what the course is about.
- ✓ Convince the admissions tutor that you have the skills and motivation to contribute to the university and successfully complete your course.
- ✓ Use a formal style. Don't include jokes or conversational language, and check all spelling and grammar is correct.
- ✓ Make the space count. Don't repeat yourself and make sure you have included a broad range of achievements, experiences and skills.
- ✓ Seek other people's advice. Not only will people help you with your spelling, grammar and structure but they will also help you with what to include.
- ✓ Don't mention one particular university or course; the same personal statement will be used for all your course choices.

REMEMBER YOU HAVE A LOT TO OFFER - YOU JUST HAVE TO WRITE ABOUT YOURSELF IN A POSITIVE WAY AND SELL ALL THE SKILLS AND EXPERIENCE YOU HAVE

- Write your personal statement, get it checked and add it to your application.

Step 3

PAY with a credit/debit card

Step 4

Mrs Tresidder, Mrs Allen or Mrs Smith will check your personal statement and reference. Your predicted grades are also added to your application.

Step 5

Mrs Thrupp will invite you to review your application. This is the opportunity to spot any errors and make any necessary amendments.

If your form needs to be sent back to you:

- You won't need to pay again
- You will need to make sure all sections are ticked 'complete' and that you have ticked all the boxes on the final page

Step 6

Once you are happy with all the elements of your application, you'll approve all the sections and send it.

GOOD LUCK! And remember – if you have any questions, please ask them. Don't leave it until the last minute.