

AFTER THE CHASE THE NEXT STEP

2020-2021

This booklet outlines the Chase Sixth Form Procedures for applying to Higher/Further Education together with information for a Gap Year and for Employment Applications.

This is an important document – please keep it safe!

HOW TO START

- There are many useful publications in the school library, prospectuses on the University Shelves in front of the Careers Room in the Sixth Form.
- Careers interviews can be arranged (see Mr Williams, Ms Massam or your form tutor).

1. Higher Education

It takes time for us to process your applications, hence our school deadlines need to be adhered to if we are to meet the UCAS deadlines.

- Oxford, Cambridge, Medical, Dental and Veterinary courses – **Friday, 2nd October 2020**
- Teaching, Nursing and Midwifery and other vocational courses with an interview process – **Friday, 23rd October 2020**
- Other UCAS applications – **Friday, 27th November 2020**

N.B. We will not guarantee to meet the UCAS deadline if you do not meet the school deadline. Also, many people log on to the UCAS website around the final UCAS deadline, with the result that the system may crash for hours at a time so sending the application cannot be left to the last minute.

**Try not to leave your application to the deadline.
Competition for places is still keen.
GET YOUR APPLICATION IN EARLY.**

2. Art & Design Foundation Courses

These usually need to be completed in the Spring Term. Each institution has an individual application form. Apply directly to the college for an application form and check the application date. Pass applications that need a reference to Mr Williams or Ms Massam, together with a stamped envelope addressed to the college.

3. Management Training/Apprenticeships/Employment

These usually need to be completed in the Spring/Summer terms. You should always give Mr Williams as your school referee, and it would be courteous to advise him of applications that you have made.

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HIGHER EDUCATION APPLICATIONS – UCAS

1) RESEARCH AND SHORTLIST YOUR COURSES AND INSTITUTIONS

- Login to **Unifrog.org** and research courses and universities in depth.
- Go to the website **UCAS.com**. View the videos available there. You can then search for courses you are interested in by **subject**, by **region** and by **university**.
- On finding a course, click on **entry requirements** (look under ‘**English, Welsh and NI framework**’) to find out what grades/points are required. For an explanation of the Points Tariff see the UCAS website. Check to see if the points required need to come from three full A2 courses. To make an informed choice of suitable courses, you must know your predicted grades from your subject teachers. Also check GCSE or other requirements (most courses require grade C / G4 or above in Maths and English).
- Look up individual University websites for more details on course content and the University itself - you can often transfer to these sites directly from the UCAS site. Most universities still have a prospectus in paper form but all of the content and very often a lot more can be found on their website.
- Look at the student finance pages on the different university websites. This will give you information on bursaries and fees.
- Discuss your ideas with your parents, your form tutor, subject teachers, Mr Williams, Ms Massam, Miss Mesoudi and ex-Chase students etc.
- Pay a visit to the Institutions you are interested in. Try not to visit too many on school days or you will get behind with your academic work and end up with poorer results. To make the visit productive, look at the sheet at the back of this booklet, which has a useful checklist of things to find out about (spare copies are available in the sixth form office).
- It is be a good idea to keep a record of your research (e.g. book/page references, helpful websites) in a Higher Education file together with this booklet!!

2) MAKING A UCAS APPLICATION

- Discuss your choices with your form tutor and ask for guidance about completing the personal statement section - see section '**Personal Statement**' in this booklet.
- There will be a session in the autumn term to explain how to fill in the electronic application form '**apply**' - see page '**UCAS Apply – A Summary**' **BUT it is quite self-explanatory and when you have set up your account you can start on the form straight away.**
- The maximum number of universities you can apply to is five. (Medicine, dentistry, veterinary medicine or veterinary science – you can only have up to four choices in any of these subjects).
- If you know what courses you wish to study and which institutions you would like to apply to, then fill in the UCAS form as soon as possible. The closer you send your form to the deadline, the longer it will take to be processed both here and at UCAS, because of the large number of applications. Also some universities start making offers as soon as they receive applications, so don't leave things to the last minute.
- When you have completed the form on the computer, print off a paper copy – **DO NOT 'SEND TO ADMINISTRATOR' AT THIS STAGE.**
- Make an appointment to go through the form **with your form tutor**. Remember, your form tutor will be writing your academic reference and it is vital that he/she knows exactly what your final course choices are and what you have put in your personal statement. Your form tutor will also be using information from subject teachers.
- When you and your form tutor are satisfied that your form is complete and correct, print out a final paper version for your file and then click on the option 'send to administrator' – you will need to pay the UCAS fee by credit or debit card at this stage. Don't lose your paper copy, if you are called for an interview you will need to remember what you put on your form.
- Once the academic reference has been added to your application, and the application checked, it will be sent over the internet to UCAS. Check the status of your application regularly - if there is a problem with it, I will send it back to you for correction. We will not send it to UCAS until all corrections have been made.
- Students applying to Oxford or Cambridge may need to complete an additional questionnaire. The College will contact you directly about this after they have received your application.
- UCAS will acknowledge receipt of your application very quickly, normally within 24 hours, although it may well take longer if your form is sent at a busy time.
- After your application has been processed, you will be sent your **UCAS PERSONAL ID NUMBER** and you will be able to access UCAS Track – the system which enables you to monitor the progress of your application.
- You must become familiar with the applications terminology (e.g. conditional offer, firm acceptance, *Extra*, clearing) – there is a complete list on the Student section of the UCAS website.
- When all offers/rejections have been made, you will receive a form from UCAS asking you to make a decision (Firm and Insurance choice). **MAKE NO DECISIONS WITHOUT CONSULTING YOUR FORM TUTOR AND/OR MR WILLIAMS.** Do not miss the date for confirming your decision – it will depend on when all your offers were received and hence

varies from person to person.

- If you intend to take a Gap Year and you know what H.E. course you want to follow afterwards, then it is a good idea to complete the application form in the autumn term of the Upper Sixth ('deferred place') rather than when you have left school. There are two reasons for this (i) staff are readily available to help you while you are still in school (ii) you are available for interview whilst in school but you may not be available for interview if you are planning to go abroad during your Gap Year.
- A scheme called UCAS Extra now exists for those applicants who have been rejected by all their choices or who want to change courses. This should reduce the scramble for places at Clearing in August. Details will be supplied by UCAS but, if in doubt, see Mr Williams.

CHECKLIST FOR UCAS APPLICANTS

Below is a list of questions to be considered when choosing your course and institution and when completing the UCAS application.

1. **Grades**

- Am I likely to come near the grades they are asking for? It is a good idea to have a 'back-up' choice i.e. a course for which the grades are lower than your other choices.
- Do I meet any specific subject requirements for the course (check GCSE Maths and English)?

2. **The Course**

- Does the course contain those aspects of the subject I definitely want to study and avoid those I do not want? Courses with the same course title at different universities often have very different course contents.
- Is the course taught and assessed in a way which suits me? Do I prefer lots of contact with the lecturers to being left largely to my own devices? Do I prefer more course work assessment to almost total dependence on written examination assessment?
- What is the length of the course? If it is a four year course do I get a 'masters' degrees at the end?
- How flexible is the course and how much choice do I have in what I study?
- Is there an opportunity for work placement as part of the course? If there is, will I have to find the placement myself or will the university find it?
- If I want sponsorship can I get help from the university?
- Does the course lead to any professional qualifications which are recognised by the relevant professional bodies?
- What are the job prospects with a degree from this university?
- If I want to learn a foreign language, do I have the opportunity?
- Are there opportunities to study part of the course abroad?

3. **The University Environment**

- Do I want to be in a city, on the outskirts of a town or in the countryside?
- Do I want to go to a University which has a distinct Campus?
- Do I require certain facilities such as cinema, theatre, art gallery, concert hall etc to be nearby?
- How far is the university from my home?
- How easy is it to get to the university by road or by public transport?

4. **Accommodation**

- Most universities guarantee First Year accommodation, but what do they mean by University Accommodation and where exactly is it? If the accommodation is some way from the academic centre, how do I travel and how long does it take?
- What help is there with accommodation after the First Year?
- What form does the accommodation take? It can be the "in hall" system where meals are provided, but will I find this restricting? If it is self-catering, will I starve to death?
- Will I have to share accommodation?
- What about cooking and laundry facilities?

5. **Costs**

- What is the cost of accommodation and what does it include? Do not assume that it is cheap to live in the North and expensive in the South.
- What are the Tuition Fees?
- Will I be able to get a part-time job if I want one to help with the finances?
- How much is it going to cost me to travel home?
- What are costs like in the Students' Union?
- Many universities now provide additional bursaries subject to good grades and level of household income. This is something to explore with the universities that you wish to apply to.

6. **Leisure**

- If I'm interested in certain sports, what facilities does the university offer and are they within walking distance or miles away?
- Do I need to be near the sea or close to mountains to pursue my particular sporting interests?
- If I'm interested in music, can I join the orchestra or sing in the choir without being a music student?
- If I'm interested in theatre, are there opportunities to become involved in productions?
- Are there opportunities to take up a new interest or sport and receive suitable coaching?
- If I'm interested in radio broadcasting or journalism, will I be able to work on the student radio or magazine?

7. **Deferred Entry**

Remember it is possible to indicate on the UCAS form if you wish to defer entry until 2022. This can be helpful if you intend to be abroad during your GAP Year and will not be in a position to complete the form/attend interviews.

PERSONAL STATEMENT

It is useful to read examples of personal statements on the web and at the back of this booklet you will find many examples of personal statements.

HOWEVER, TAKE GREAT CARE TO WRITE YOUR OWN PERSONAL STATEMENT – UCAS HAS SOFTWARE, WHICH CHECKS WHETHER YOU HAVE PLAGIARISED ANY PART OF YOUR PERSONAL STATEMENT. IF YOU HAVE, YOUR APPLICATION WILL BE REJECTED.

1. Present your statement in paragraphed form.
2. It is better to word-process your statement, get it checked thoroughly by your form tutor and then paste it into the application form.
3. YOU ARE STRONGLY ADVISED TO USE THE FOLLOWING FORMAT:
 - (i) Opening paragraph:
Explain why you have chosen the course - your motivation, commitment and suitability for the course. **MAKE THE OPENING SENTENCE 'SNAPPY'**. Stress relevant practical experience or qualifications not detailed elsewhere - include evidence of research, i.e. reading, contacting professional societies, talking to those already doing the course, etc. Show evidence of work beyond the syllabus. You may well be able to weave in your part-time work as relevant to your application.
 - (ii) If applying for deferred entry, explain your reasoning. If possible give details of what you have planned for your Gap Year.
 - (iii) Talk about posts of responsibility - offices held both within school and outside - what **skills** have you acquired from these?
 - (iv) Achievements – e.g. sporting, Music or endeavour - what **skills** have you acquired from these?
 - (v) Membership of teams, societies, etc. - what **skills** have you acquired from these?
 - (vi) Leisure interests, hobbies and sports (if not dealt with earlier) - what **skills** have you acquired from these?
 - (viii) Final paragraph, return to the course you want to follow and explain what an asset you will be, etc.

WHAT SHOULD BE CLEAR FROM YOUR PERSONAL STATEMENT IS YOUR KEEN DESIRE TO FOLLOW YOUR CHOSEN COURSE.

DO YOUR RESEARCH!

**SPEAK WITH FRIENDS,
FAMILY + STUDENTS
ABOUT THEIR UNIVERSITY
EXPERIENCES**

**SPEND TIME PLANNING
YOUR PERSONAL
STATEMENT. BE
PREPARED TO DO
SEVERAL REVISIONS**

**READ
PROSPECTUSES**

**VISIT
UNIVERSITIES
ON OPEN DAYS**

**ASK QUESTIONS:
TEACHERS, UNIVERSITY
STAFF AND STUDENTS**



UCAS APPLY – A SUMMARY

- Log on to **ucas.com** and select **Sign In** (top right hand tab) – drop down select **student**
- Select **Undergraduate** (unless **Conservatoire**) – in which case speak with Mr Williams.
- Select **Apply for 2021 entry** and then the **Register** tab
- Click on **register** and choose **next**
- Read and accept terms and conditions
- Complete name, gender and age
- Complete address (no gap in postcode)
- Fill in contact details (e-mail is invaluable, mobile number can be helpful as it is a quick way to contact you if there are any problems)
- Select the contact options appropriate for you.
- Complete the security password. **Make sure you remember it.**
- Complete the security questions
- **MAKE A NOTE OF YOUR USER NAME** - this is essential and we suggest you take a photo of this page.

You are now registered – continue to login

- You are registering through a school or college
- Buzzword is **findmeafuture** – it should recognise that you are at The Chase
- Select your tutor group
- **YOU WILL BE GIVEN A PERSONAL ID – RECORD IT IN A SAFE PLACE. Again, please take a photo of this page.**

You are now in a position to complete the various sections of the application. Click on the tabs and start filling in the relevant information

- In order to enter your qualifications, ask Ms Massam for a print out of all your exam results. You will need to refer to the certificates/statements of results for all your GCSEs and any AS examinations so that you do not make any errors.
- Those who have completed AS subjects you must put down all of your results. School examination number is 24245 and the school name is Malvern, The Chase.
- Dates of examinations - August of the appropriate year.

- Make sure you put the **correct title of the examination, board and date** (check your certificates) e.g. does the certificate state 'Philosophy & Ethics' or 'Religious Studies', 'Textiles' or 'Fine Art;Textiles'?
- If you did a GCSE, make sure you put this in correctly. i.e. IGCSE or short course.
- Remember to make an appointment with your form tutor to get the whole form checked.
- Print out a copy of the completed form and keep it in your H.E. File
- Before you can finalise the process, you must enter a debit/credit card number for the UCAS fee.
- Send to administrator.
- Any queries see your form tutor, Mr Williams or Ms Massam.
- **YOUR APPLICATION WILL BE CHECKED AT EACH STAGE SO REMEMBER TO CHECK YOUR EMAILS DAILY AS YOU MAY BE REQUIRED TO MAKE CHANGES.**

ADMISSIONS TESTS

Some courses at some institutions require students to sit admissions tests. This is a list of the main tests, for more details you should access the websites linked through UCAS:

- UK Clinical Aptitude Test (UKCAT) – for some medical and dental colleges
- Biomedical Admissions Test (BMAT) – for some medical and veterinary colleges
- National Admissions Test for Law (LNAT) – for some Law courses
- History Aptitude Test (HAT) – for Oxford University
- English Literature Admissions Test (ELAT)- for Oxford University
- Philosophy, Politics and Economics Admissions Tests – for Oxford University
- Modern and Medieval Languages Test (GAMSAT) – for Cambridge University
- Oxbridge tests in general – many colleges have tests for a variety of courses
- Sixth Term Examination Papers (STEP) – for mathematics at some universities

UNDERSTAND THE COMMONLY USED WORDS AND PHRASES

Below is a list of commonly used words and phrases, together with a summary of their meanings.

Apply: the online application system for applying for higher education courses.

Adjustment: applicants who have met and exceeded the conditions of their firm choice are given an opportunity to look for an alternative place while holding their original confirmed place.

Clearing: a system used towards the end of the academic cycle. If you have not secured a place, it enables you to apply for course vacancies.

Conditional offer: an offer made by a university or college, whereby you must fulfil certain criteria before you can be accepted on the relevant course.

Confirmation: when conditional offers that you have accepted become unconditional or are declined. Confirmation is dependent on your qualification/exam results.

Deferral: holding an offer until the following year.

Entry Profiles: comprehensive information about individual courses and institutions, including statistics and entry requirements. Entry Profiles are found on **Course Search**.

Extra: the opportunity to apply for another course if you have used all five choices and not secured a place. Extra runs from the end of February until the end of June.

Firm offer: the offer that you have accepted as your first choice.

Institution: a university or college offering higher education courses.

Insurance offer: the offer that you have accepted as your second choice, in case you do not meet the requirements for your firm offer.

Invitation: an invitation from a university or college to attend for interview, audition, or provide a portfolio, essay, or other piece of work.

Personal ID: a 10-digit individual number assigned to you when you register to use **Apply**. It is printed on every letter we send you and is displayed in the format 123-456-7890. You will be asked to provide this number if you contact our Customer Service Unit.

Point of entry: your year of entry to the course, for example, 2 refers to the second year of the course.

Scheme Code: used in conjunction with your Personal ID to uniquely identify your application.

Track: a system where you can track the progress of your application online, reply to any offers received, and make certain amendments, for example, change of address or email.

Unconditional offer: an offer given to you by a university or college if you have satisfied the criteria and can attend the course.

Unistats: a website for students who want to research and compare subjects and universities before deciding where to apply. You can also look at student satisfaction ratings and explore the figures about getting a graduate job after completing a course.

Unsuccessful: you have not been accepted by the university or college concerned.

Withdrawal: either you or a university/college cancels a choice before a decision has been made - a reason will be included if the withdrawal was issued by an institution.