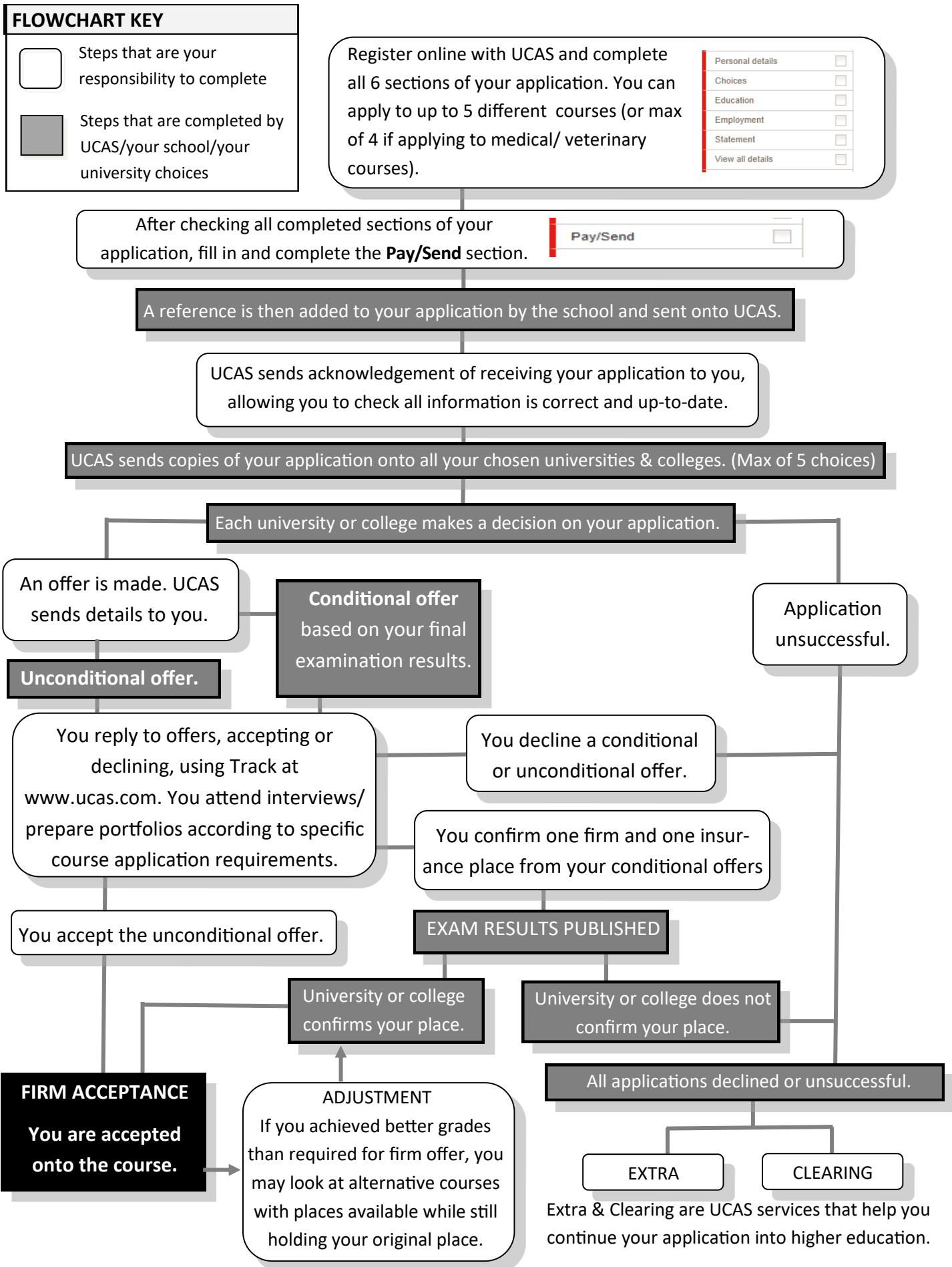


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HOW UCAS WORKS



REGISTERING WITH UCAS: IN 12 EASY STEPS

STEP 1

Visit www.ucas.com/apply

UCAS

Further education Undergraduate Postgraduate Alternatives Careers Sign in

Student sign in

Please select an education scheme.

WANT TO TRY SOMETHING NEW?
OUR BETA TOOL MEANS ALL YOUR RESEARCH IN ONE PLACE!
We're testing a brand-new interface for people thinking about uni, and would love your feedback.
[Try it now](#)
You'll need to sign in separately for UCAS Undergraduate, UCAS Conservatoires, and UCAS Teacher Training Apply and Track.

Undergraduate Click on "Undergraduate"
Applying for university and college degree courses
2019 entry
Use Apply to complete your application.
Use Track to check the progress of your submitted application.
[Apply](#) [Track](#)

2020 entry
You can register and start your 2020 entry application now.
Completed applications can be submitted to us from 4 September 2019.
[Apply](#) Click on "Apply" under the 2020 entry section.

Your shortlisted courses

SecurityServlet

STEP 2

Continue to the Register and log in page ...

Contact us | [Help](#) | Print page

2020 apply

Register and log in

What is Apply?

Help

English ▾

Key

? Help

Home > Register and log in

Log in

If you have already registered, please enter your username and password below to log in. You must enter your username in lower case and your password in the same case you used to register.

Username

Password

[log in](#)

This is where to Log in after you have registered

Register

If you have not registered for 2020 entry, please click the 'register' button to use this service. You only need to register once. If you apply more than once in a cycle your application fee will not be refunded.

[register](#)

Click on "Register".

Version 15.1.0-master-1

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STEP 3 Continue to Register: Welcome page ...

Help
Options/Opsiynau

Key
Help

Progress

Before you can apply you must first register. This is free and will take approximately fifteen minutes.

You will only need to do this once. If you apply more than once in a cycle your application fee will not be refunded. If you have already registered but cannot remember your login details, please use the 'Forgotten login?' link on the [login screen](#) to access your details.

Registration is a process of entering your personal details, for example, name, date of birth, address.

If you are applying through a school, college, careers centre or any other organisation, you will be asked to use the [buzzword](#) provided by them, so please have this information to hand.

This will allow your school, college, careers centre, or other organisation to access and see the progress of your application, and allows your referee to attach your reference.

If you are not applying through a school, college, careers centre or any other organisation, you can apply as an individual.

Once you have completed the registration, a username will be automatically generated. You will be asked to create a password of your choosing. Please make a note of these details as you will need them to log back in to your application later.

Use our website to find more general information about [applying](#).

[Help](#) text is available throughout each section.

[previous](#) [next](#)

Read through carefully and click on "Next"

About us | Terms & conditions | Privacy policy

2019

STEP 4 Continue to Register: Please Read page ...

b. University and course codes and other information contained in the Product are supplied to enable completion of your Application only and do not constitute any form of advice or recommendation relating to any particular course or institution.

5. Termination

UCAS shall have the right to terminate your use of the Product immediately if you fail to comply with the terms and condi

Read Terms & Conditions, scroll down the

bottom and...

Amended 16 March 2011

Compulsory fields are marked with an asterisk (*).

Please tick the box if you accept the terms and conditions*

... tick the box then...

[previous](#) [next](#)

...click on "Next"

STEP 5 Continue to Register: Initial Details page ...

Help
Options/Opsiynau

Key
Help

Compulsory fields are marked with an asterisk (*).

Title*

Please select...

Gender*

Please select...

Please enter your name as it is stated on official documents, such as your passport, birth certificate or driving licence.

First/given name(s)*

Surname/family name*

Date of birth*

Day Month Year

[previous](#) [next](#)

Fill in your details and click on "Next"

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STEP 6 Continue to Register: Postal Address page ...

What is Apply? Help Options/Opsiynau

Key Help

Home > Register Progress

Where is your postal address?*

UK ?

Non UK/International ?

British Forces Post Office (BFPO) ?

[previous](#) [next](#)

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Tick the correct box and click on “Next”

STEP 7 Continue to Register: Your Postcode page ...

What is Apply? Help Options/Opsiynau

Key Help

Home > Register Progress

Please enter your house number and postcode and click on 'next'.

Compulsory fields are marked with an asterisk (*).

House number or name (if known) ?

Postcode* ?

[previous](#) [next](#)

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Enter your address details and click on “Next”

STEP 8 Continue to Register: Confirm Address page ...

What is Apply? Help Options/Opsiynau

Key Help

Home > Register Progress

You can amend the first line of the address if necessary. Click 'next' once the address is correct or 'previous' to search for a different address.

Compulsory fields are marked with an asterisk (*).

Check the address is correct... ?

Postcode* ?

... Click “Previous” if the address is wrong— to go back to step 7

[previous](#) [next](#)

MAIDENHEAD

SL6 6SU

... click on “Next” to confirm the address

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STEP 9

Continue to Register: Personal Details page ...

What is Apply?
Help
Options/Opsiynau

Key
? Help

Home > Register

Compulsory fields are marked with an asterisk (*).

Postal address*
4 Balmoral
MAIDENHEAD
SL6 6SU
[change address](#) ?

Home telephone number

Mobile number

Email address*
 ?

Confirm email address*
 ?

Keep up-to date with your application

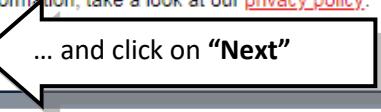
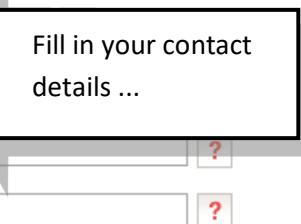
To make sure you've got everything you need for your journey to higher education, we'll ask you to tell us how you'd like to get your updates.

We'll keep you updated on the progress of your application — from deadline reminders to Track updates — by email and post.

We won't pass on your details...

We'll keep your data safe, and won't pass it on to third parties, but you can update your preferences at any time in the 'Your details' section of Track. For more information, take a look at our [privacy policy](#).

[previous](#) [next](#) ... and click on "Next"



apply

Register: Personal details

What is Apply?
Help
Options/Opsiynau

Key
? Help

Home > Register

Compulsory fields are marked with an asterisk (*).

Postal address*
4 Balmoral
MAIDENHEAD
SL6 6SU
[change address](#) ?

Home telephone number

Mobile number

Email address*
 ?

Confirm email address*
 ?

Keep up-to date with your application

To make sure you've got everything you need for your journey to higher education, we'll ask you to tell us how you'd like to get your updates.

We'll keep you updated on the progress of your application — from deadline reminders to Track updates — by email and post.

We won't pass on your details...

We'll keep your data safe, and won't pass it on to third parties, but you can update your preferences at any time in the 'Your details' section of Track. For more information, take a look at our [privacy policy](#).

Everything you need to know

Get updates on everything - stay in the know

Your options
Hear from unis, colleges, and employers about all your options — including courses relevant to you, open days, apprenticeship opportunities, and studying abroad.

Student essentials
Make the most of student life with info on tech, retailers, publications, banks, travel, and transport, as well as recommendations for student accommodation.

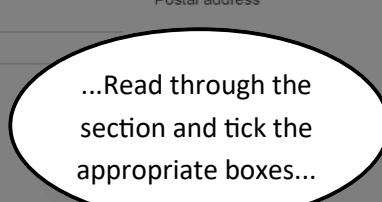
Relevant courses
If you find yourself without a place, we'll share course info from unis and colleges that have vacancies on relevant courses.

How we contact you

All channels

Email Text/SMS Post

save ... and click on "Save"



STEP 11 Continue to Register: Security page ...

Home > Register

Please enter a password and choose 4 unique security questions together with their appropriate answers. Please do not choose answers which might cause offence.

Compulsory fields are marked with an asterisk (*).

Your password must:

- be at least eight characters long
- have at least one lowercase letter (a–z) and one uppercase letter (A–Z)
- contain at least one number (0–9)
- use at least one special character, such as: % \$ £ & @ * ! ?

Our [guidance](#) will help you choose a secure password.

Please make a note of your password now, as it will not be displayed at a later stage.

Read the password criteria...

... create an appropriate password and **make a note of it in a safe place ...**

Choose 4 security questions & fill in memorable answers...

password*

Confirm password*

It is important that you can remember the answers to your security questions and that they cannot be easily guessed by others. If you lose or forget your password you will be asked one or more of these security questions in order to identify you.

Security question 1*

Your answer*

Security question 2*

Your answer*

Security question 3*

Your answer*

Security question 4*

Your answer*

previous next

... and click “Next” to continue.

STEP 12 Registration complete!

Home > Register

Your username is : jbloggs10

Please make a note of your username now.

Keep your username and password safe as you will need both each time you access your application.

Your registration has been successful. If you wish you may now enter the Apply service or come back another time. If necessary, you can change any of [your registration details once you have entered Apply](#).

[log in now](#) [go to UCAS homepage](#)

UCAS will have sent a verification E-mail, to the E-mail address you provided in step 11. When you login to UCAS for the first time you will have to enter the verification code given to you.

Make a note of your username - you will need this whenever you login!

Dear Mr Joe Bloggs

Before submitting your application, you need to verify that the email address you have provided is correct. In order to verify this, please log in to the UCAS website (<https://www.ucas.com/ucas/undergraduate/login>) and enter the verification code shown below:

email address: [roseanna.chetwood](#)

verification code: kbc75508

This code is only valid for the address above and you will need to obtain a new verification code.

Make a note of your verification code for

Once we have verified your email address, we can then send emails alerting you to changes to your application, including decisions made by your chosen universities and colleges. These emails will not contain the actual changes or give any decisions; they will tell you to log in to the Track service to view any changes. Track is available on the UCAS website for you to use once we have processed your application. For environmental reasons you will not receive a letter containing an individual decision, although you will be able to print these letters from the Track system if necessary.

Note: this is an automated email, so please do not reply to this address.

LOGGING INTO UCAS FOR THE FIRST TIME & VERIFYING YOUR E-MAIL

STEP 1

Visit www.ucas.com/apply and follow the **first step** on page 3 of this guide until you reach the webpage shown below.

What is Apply? [Home](#) Register and log in

Help English

Key [Help](#)

Log in

If you have already registered, please enter your username and password below to log in. You must enter your username in lower case and your password in the same case you used to register.

Username: jbloggs75

Password: [REDACTED]

log in

STEP 2

Continue to Initial UCAS questions: How are you applying page...

What is Apply?

Help Options/Opsiynau

Key [Help](#)

Initial UCAS questions

How are you applying?*

Through my school/college [?](#)

Through a careers organisation [?](#)

Through another organisation [?](#)

As an individual [?](#)

... and click "Next" to continue. **next**

STEP 3

Continue to Buzzword page...

UCAS 2020 app v Initial UCAS

What is Apply?

Help Options/Opsiynau

Key [Help](#)

The Furze Platt Senior School buzzword is always: **furzestart**[and the last 2 numbers of the year displayed in the top left] So your buzzword will be: **furzestart20**

Type the buzzword in here **Furzestart20**

Your buzzword should have been given to you by your tutor or careers adviser. This is very important, as it helps us establish which organisation you're applying from. It also enables your referee to attach your reference and send your application to us once all parts are complete. By entering your buzzword, you give your permission for your school, college, careers centre, or other organisation to access and view the progress of your application.

If you wish to withdraw your request to link to a centre, so you can add a reference from a different source, or if you no longer want them to see the progress of your application, please call our Customer Experience Centre on 0371 468 0 468.

previous next ... and click "Next" to continue.

STEP 4 Continue to Initial UCAS questions: Which centre page...

Initial UCAS questions

You are registering through...

Furze Platt School, Maidenhead
Furze Platt Road
Maidenhead
Berkshire

Key

What is Apply? Help Options/Opsiynau

Yes No ? previous next

If it is the **wrong school address** then click “**previous**” and **see step 3** for the correct Furze Platt buzzword.

UCAS will then identify that you are applying through Furze Platt School.

... and click “**Next**” to continue.

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STEP 5 Continue to your UCAS Welcome page on your new application form...

UCAS

2020 apply Welcome

Contact us | Help | Print page

<Log out

Welcome

Welcome Joe,

Your Personal ID is: **145-029-3965**.

Please make a note of this number and keep it for Customer Contact Centre.

Personal ID: 145-029-3965

Need guidance? Watch the video advice below [Hide video].

Apply 2020

HOW TO GUIDE APPLY

Apply 2020

Apply GUIDES 2020

(Unable to view videos here? You can watch them at www.ucas.com/connect/videos instead)

Verify your email address

Your email address needs to be verified as valid before you send your application to us.
[Please click here to verify your email address](#)

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)
- [deadlines for submitting your application](#)

Click on the link to **verify** your e-mail address...

Key

Completed In progress Not started

STEP 6 Continue to Verify email: Enter code page...

Welcome > Verify email

The email verification code has been sent to chetr011@rbwm.org. To enter the code from the relevant email in the box below.

If this email is not in your inbox then there are three possible reasons for this:

- Your computer email filter settings or those maintained by your internet service provider may have diverted the message to a junk/spam mail folder. Please check this.
- Your internet service provider may be extremely busy, and therefore may not have been able to pass on our message. Please be patient and look again later.
- The email address recorded here as above may be incorrect. You can change the email address in the Personal details section of your application. If you do this you must click on 'save' to save the new details. You must then request that the verification code is reissued by clicking the relevant link below.

If the email containing the code cannot be found as above then you should:

- add our sending address enquiries@ucas.ac.uk to your list of approved senders on your email system (this can usually be done by adding it to your address list), and
- request that the verification code is reissued by clicking the relevant link below. An email will then be sent containing a new code.

If the code is not accepted please make sure that the email was sent after you requested a new code. If it was sent earlier, then the code will be invalid because you requested another verification code since that time. Make sure you use the code from the most recent email.

Please enter your email
kbc75508 

verify email

No verification code
If you have not received the verification email, please read through the possible reasons above, or [click here to reissue a code](#).

Your verification e-mail will look like the e-mail below.

Enter your verification code which you received by e-mail here and click "verify email".

Dear Mr Joe Bloggs

Before submitting your application, you need to verify that the email address you have provided is correct. In order to verify this, please log in to the UCAS website (<https://www.ucas.com/ucas/undergraduate/login>) and enter the verification code shown below:

email address: roseanna.chetwood@furzeplatt.net

verification code: kbc75508

This code is only valid for the address shown above. If you change your email address, you will need to obtain a new verification code.

Once we have verified your email address, we can then send emails alerting you to changes to your application, including decisions made by your chosen universities and colleges. These emails will not list the actual changes or give any decisions; they will tell you to log in to the Track service to view any changes. Track is available on the UCAS website for you to use once we have processed your application. For environmental reasons you will not receive a letter containing an individual decision, although you will be able to print these letters from the Track system if necessary.

Note: this is an automated email, so please do not reply to this address.

UCAS
2020 apply

Verify email: Success

Contact us | Help | Print page

<Log out

Welcome > Verify email

Thank you; your email address has been verified.

[Click here to return to the Welcome page](#)

If the verification code you entered was correct you will then be directed to the "Verify email: Success" page and your e-mail will have been verified.

FILLING IN YOUR UCAS APPLICATION

THE 6 SECTIONS OF YOUR APPLICATION

Your UCAS application is divided into 6 main sections. The first 5 sections can be completed in any order and in as many different settings as you require - just make sure you click the save button before you close the window down. Below is a table of what kind of information you can expect to fill in for each section.

Use the help button () by each question, if you are unsure what to write.



PERSONAL DETAILS	<p>First section will ask for basic personal details such as your full name, address, contact details, date of birth and nationality.</p> <p>Please Note:</p> <ol style="list-style-type: none">1. You will want to select the Fee Code - 02 as this states you are from the EU and are eligible for a student loan. Visit www.gov.uk/student-finance for more information on student loans.2. For Nominated Access select the "a Parent or Guardian" option.
CHOICES	<p>In choices section you will be asked to fill in your University choices with the corresponding courses. You can apply to up to 5 different courses (or max of 4 if applying to medical/veterinary courses).</p> <p>Please note:</p> <ol style="list-style-type: none">1. You cannot apply for both Oxford and Cambridge.2. Select institution and course codes from the list provided.3. You can apply for different courses at the same institution.4. It is unadvisable to apply for very different subjects at different universities or at the same one.
EDUCATION	<p>In this section you will be asked to fill out which schools you have attended and what GCSE and AS grades you achieved in which subjects. See page 13 of this guide for details on how to complete this section.</p>
EMPLOYMENT	<p>Here you can input your employment history (any part-time job/s you have had).</p> <p>Please note:</p> <ol style="list-style-type: none">1. If you do not have any employment history, just leave this section blank and tick the complete box.2. This does not include voluntary work, you will have the opportunity to mention this in your personal statement.
STATEMENT	<p>This is the section where you copy and paste your personal statement, as we strongly advise you write your personal statement up in a Word Document. This means you do not have a 34 minute time limit in which to save your work and you can use spell checker! See page 12 for more help with this section.</p> <p>Please note:</p> <ol style="list-style-type: none">1. There is a word limit of 4,000 characters (this includes lines and spaces) and you also may use no more than 47 lines within your personal statement. A rough guide is about half an A4 page.
PAY/SEND	<p>This is the last section which you can only fill in once all the other sections are complete. Before you can send your application to your referee (Mr Dollery), you will be asked to pay for your application by credit or debit card.</p> <p>Please note:</p> <ol style="list-style-type: none">1. If you have applied to more than one University/College then the charge for your application is £24.00. If you have only applied to one University/College on your application then the charge is £18.00.



Where possible always choose options from drop down lists provided as this helps to reduce errors.

COMPOSING YOUR UCAS PERSONAL STATEMENT

WHAT DOES YOUR PERSONAL STATEMENT NEED TO DO?

The statement enables you to “sell” yourself on paper, to convince the reader you are suitable for the course and worthy of an offer. Most universities do not interview candidates formally, so the statement, along with the reference, your GCSE and AS results, and your A2 predictions, constitute the information by which you will be judged. As many people have high grades, predictions and good references, your statement can swing the balance in your favour.

- > Do not invent things just to impress.
- > Check spelling & punctuation.
- > Be positive - Sound interesting & enthusiastic.



HOW TO ORGANISE YOUR PARAGRAPHS

1>

Why you have chosen the course / subject

- Interest in areas of knowledge to be expanded beyond A Level - be specific to show detailed knowledge.
- Skills developed in the course.
- Relevance to possible careers.
- Intellectual challenge of new subjects.

2>

What have you enjoyed about your AS & A2 subjects, especially those which relate to your chosen degree course

- Talk about specific topics or projects within subjects.
- Skills you have acquired whether intellectual, physical, musical, linguistic etc.
- Include a statement that you are capable of self-directed study, as much of your time at university will be for yourself to manage.

3>

Any work experience, part time work or extra-curricular activities which have added to your interest / aptitude

- Interest in areas of knowledge to be expanded beyond A Level - be specific to show detailed knowledge.
- Skills developed in the course.
- Relevance to possible careers.
- Intellectual challenge of new subjects.

4>

Extra curricular activities within school and how these have helped you develop personally and socially

- Include positions of responsibility (e.g. prefect), school clubs & societies, assistance with lessons, lunchtime duties, sixth form committees, fund raising, sporting teams etc.
- How have these roles/ activities helped you develop personally and socially.



- > Parts 1,2 & 3 should make up most of your statement.
- > Your Form Tutor can provide a booklet with example statements if you need inspiration!

EDUCATION SECTION OF YOUR UCAS APPLICATION: ENTERING YOUR GCSE QUALIFICATIONS

STEP 1

Visit www.ucas.com/apply and follow the **first step** on **page 3** of this guide until you reach the Login Page. Type your login details and click on the “**Education**” section on the left-hand list, this should take you to the webpage below...

Welcome > Education

Compulsory fields are marked with an asterisk (*).

Click on the 'add new school/college/centre' to add the centres you have attended. Enter details of qualifications that you have achieved or are in the process of achieving at that school/college/centre. Click on 'section completed' and 'save' when you have finished.

Need guidance? Watch the video advice below [Hide video]

Education section 2020

HOW TO GUIDE
FILLING IN THE EDUCATION SECTION

(Unable to view videos here? You can watch them at www.ucas.com/connect/videos instead)

You can add up to 10 schools/colleges/centres.

> add new school/college/centre

No schools/colleges/centres entered.

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

Please select... ▾ ?

section completed

save

STEP 2

Continue onto the **Where have you studied?** page...

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (*). Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name* Furze Platt School, Maidenhead

Exam centre number 51519

September

July

full-time part-time sandwich

Did you / will you receive any Yes

If you started in Year 7 your starting date will be September 2013 and your leaving date will be July 2020.

Attendance*

Then click save to add this school to the Education section, you will need to repeat this process for each school you want to add.

Click **find...** and search for Furze Platt School. Select Furze Platt School from the list and this will automatically fill in the **School/College/Centre name** and **Exam centre number** section for you.

Select **full-time** for attendance and **yes** to confirm you will receive qualifications from Furze Platt Senior

STEP 3

This will take you back to the main Education Section of your application, where you should now see a list of all the schools you have added.

Click add qualifications to add the GCSES you gained from the selected school.

>add new school/college/centre

Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.

Furze Platt School, Maidenhead (51519, 09/2012 - 07/2019, FT)

>add qualifications

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

Please select... ! Please select the highest level of qualification you expect to have before you start your course.

section completed

save

>edit
>remove

Click here to edit or remove the selected school.

Select Below honours degree level qualifications for this question.

STEP 4 Continue to the Choose qualification page...

Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

Search: e.g. Baccalaureate

Search by qualification in the search box.

Or select from the popular qualifications listed below

Popular qualifications

BTEC Extended Certificate
Extended Project (Level 3)
GCE Advanced Level
GCE Advanced Subsidiary
GCSE (Grade: 9-1)
GCSE (Grade: A*-G)
GCSE Combined Course
GCSE Short Course
GCSE Double Award (A*-A* to G-G)
OCR Level 3 Cambridge Technical Certificate
OCR Level 3 Cambridge Technical Extended Certificate
Oxford AQA International GCSE

Other popular qualifications are available in quick links here.

For step 5 you will need to enter all the GCSE qualifications you have gained along with all the qualifications above GCSE level that you are currently taking. Qualification specifications from Furze Platt Senior School can be seen on **page 15**. Alternatively a personal print out with all your examinations and grades achieved is available if needed, please just ask for this at Sixth Form reception.

STEP 5

GCSE EXAMPLE: Continue onto the Enter GCSE page...

Welcome > Education > Enter GCSE

GCSE

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Do not enter your Short Course GCSEs here – go back to the list and select 'GCSE Short Course'. As well as your GCSEs you must also enter any not yet completed qualifications essential to your application.

Subject*

Please select...
(other)

Select the subject of your GCSE from the drop down list.

Qualification date*

Month Year

For most of your GCSEs this date will be **August 2018**.

Awarding organisation*

Please select...
(other)

Type in the name of the examining body for this subject.

Grade*

Please select...
(other)

Pick the grade you achieved in this subject. Please note there is a 'pending' option if you have not yet completed it.

> back to summary

save **save and add similar**

Click save and add similar, continue this process for all of your qualifications.

QUALIFICATION EXAMINING BOARDS

GCSE QUALIFICATIONS

Qualification Type	Subject	Awarding Organisation
GCSE (Grade 9 - 1)	Art	Edexcel
GCSE (Grade A*-G)	Business Studies	AQA
GCSE (Grade 9 - 1)	Child Development	OCR
GCSE (Grade 9 - 1)	Computer Studies	AQA
GCSE (Grade A*-G)	Design & Technology: Graphic Products	AQA
GCSE (Grade A*-G)	Design & Technology: Resistant Materials Tech	AQA
GCSE (Grade 9 - 1)	Drama	AQA
GCSE (Grade 9 - 1)	English Language	Eduqas
GCSE (Grade 9 - 1)	English Literature	Eduqas
GCSE (Grade 9 - 1)	French	AQA
GCSE (Grade A*-G)	Further Mathematics	AQA
GCSE (Grade 9 - 1)	Geography A	WJEC Eduqas
GCSE (Grade 9-1)	German	AQA
GCSE (Grade 9 - 1)	History	Edexcel
GCSE (Grade 9 - 1)	Food Preparation and Nutrition	WJEC Eduqas
GCSE (Grade 9 - 1)	Information Technology	Edexcel
GCSE (Grade 9 - 1)	Mathematics	Edexcel
GCSE (Grade 9 - 1)	Music	Edexcel
GCSE (Grade 9 - 1)	Physical Education	Edexcel
GCSE (Grade 9 - 1)	Religious Studies A	AQA
Science Combined		
GCSE (Grade 9 - 1)	Combined Science	AQA
Science Separate (Biology, Chemistry & Physics)		
GCSE (Grade 9 - 1)	Biology	AQA
GCSE (Grade 9 - 1)	Chemistry	AQA
GCSE (Grade 9 - 1)	Physics	AQA
GCSE (Grade 9 - 1)	Spanish	AQA

QUALIFICATIONS BEYOND GCSE

Qualification Type	Subject	Awarding Organisation
GCE Advanced Level	Art	Edexcel
GCE Advanced Level	Biology	AQA
Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016)	Business	Pearson
GCE Advanced Level	Business Studies	AQA
GCE Advanced Level	Chemistry A	OCR
GCE Advanced Level	Computing	AQA
GCE Advanced Level	Design & Technology: Product Design	AQA
OCR Level 3 Cambridge Technical Extended Certificate	Digital Media	OCR
GCE Advanced Level	Drama	AQA
GCE Advanced Level	Economics	Edexcel
GCE Advanced Level	English Literature A	OCR
Extended Project (Level 3)	Extended Project (EPQ)	AQA
GCE Advanced Level	French	AQA
GCE Advanced Subsidiary or GCE Advanced Level	Further Mathematics	Pearson
GCE Advanced Level	Geography B	Edexcel
GCE Advanced Level	German	AQA
GCE Advanced Level	Government & Politics	AQA
GCE Advanced Level	History	Edexcel
OCR Level 3 Cambridge Technical Introductory Diploma	IT	OCR
GCE Advanced Subsidiary or GCE Advanced Level	Mathematics (MEI)	Pearson
GCE Advanced Level	Photography	Edexcel
GCE Advanced Level	Physics B (Advancing Physics)	OCR
GCE Advanced Subsidiary or GCE Advanced Level	Psychology	AQA
GCE Advanced Level	Religious Studies (aka PR)	OCR
GCE Advanced Level	Sociology	AQA
GCE Advanced Level	Spanish	AQA
Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016)	Sport	Pearson

UCAS GRADE TO POINTS CONVERTER

Visit <https://www.ucas.com/ucas/tariff-calculator> for the online UCAS tariff calculator.

A2	
Grade	Points
A*	56
A	48
B	40
C	32
D	24
E	16

AS and EPQ		
Grade	Points AS	EPQ
A*	n/a	28
A	20	24
B	16	20
C	12	16
D	10	12
E	6	8

BTEC	
Grade	Points
Distinction * - A*	56
Distinction - A	48
Merit - C	32
Pass - E	16

UCAS DEADLINES

6
Sep

6th SEPTEMBER 2019: Applications begin from mid-September.

3
Oct

3rd OCTOBER 2019: Applications for Oxford, Cambridge or most courses in medicine, dentistry and veterinary medicine/science should arrive at UCAS by 18:00 (UK time). The reference has to be completed before the application can be sent to us.

29
Oct

29th OCTOBER 2019: Applications for the majority of courses should arrive at UCAS by 18:00 (UK time) today (check course details for the correct deadline). The reference has to be completed before your application can be sent to us.

24
Feb

24th FEBRUARY 2020: Extra begins and closes on 6th July 2020.

22
Mar

22nd MARCH 2020: Applications for some art and design courses should arrive at UCAS by 18:00 (UK time) today. (Others have a 15 January deadline – check course details to confirm the correct deadline.) The reference has to be completed before your application can be sent to us.

FURTHER HELP & UNIVERSITY OPEN DAYS

Most questions about your UCAS application can be answered by clicking on the help buttons provided but otherwise you will need to **phone UCAS on 0871 468 0468** with your UCAS Personal ID number to hand or e-mail: **enquiries@ucas.ac.uk**. Other very useful websites are <https://www.Unifrog.org> and <https://unistats.direct.gov.uk/> which allow you to easily compare courses across a wide range of universities. We highly recommend visiting Universities by attending their University Open Days, a list when these are held can be found at www.ucas.com/open-days. If you wish to attend a University Open Day during the week, your parent/guardian must e-mail Mrs Pasa at **mary.pasa@furzeplatt.net** in advance requesting permission to attend, stating your name, the name of the university you are visiting and date of visit.

Please also refer to www.search.ucas.com for information and advice.

If you are unsure about going to university and feel it is not for you then visit www.notgoingtouni.co.uk and do some research on what other opportunities there are after leaving school using the website links below:

SHOULD I CONSIDER A GAP YEAR?

- A productive gap year can be valuable on your CV – many employers value the experiences students have gained if they've actively managed their time, set themselves goals, and stretched themselves.
- A gap year can also enhance your higher education studies – if you decide to apply for university, you could tailor your gap year to relate it to the subject area you plan to study.
- Admissions tutors know that some students may take a little time to adjust to studying again, but many former gap year students are generally more focused and responsible.

WHY DO YOU WANT TO TAKE A YEAR OUT?

It's really important to set goals to make your time productive, so you need to identify what you want to achieve. You might want to:

- have a break from study
- gain new skills/experiences
- earn money
- spend time deciding what you want to do
- do a combination of the above

A year out isn't an option that suits everyone – for some, it may be advisable not to take a break between studies. Here are some pros and cons to consider.

Pros	Cons
<p>An opportunity to have a break from studying and return refreshed. You can volunteer, get valuable work experience, and travel the world.</p> <p>A productive gap year can be valuable on your CV.</p> <p>You could relate the experience and activities to the subject area you plan to study.</p> <p>You can earn and save money towards your higher education costs or future plans.</p> <p>You will develop maturity if you don't yet feel ready for higher education or work life. For some careers, it can be an advantage to be slightly older and have some life experience.</p>	<p>Some people find a year out becomes a distraction from their longer term plans.</p> <p>An unstructured year out may not add much value to your future – careful thought and planning is essential.</p> <p>It can be harder to return to study or work after a year-long break.</p> <p>It can be expensive and you could find yourself in a worse financial position at the end.</p> <p>If you don't get organised, you may end up spending your gap year just 'thinking about it'</p>

If you are interested in exploring some more gap year ideas, use the following links/websites

- [Year Out Group](#)
- [Real Gap Experience](#)
- [BUNAC](#)
- [Volunteering England](#)
- [Volunteer Scotland](#)
- [Volunteering Wales](#)
- [Volunteer Now – Northern Ireland](#)
- [Youth social action volunteering – #iwill](#)
- [International Citizen Service \(ICS\) – government funded international volunteering placements for 18-25 year olds in the UK](#)

SHOULD I DO AN APPRENTICESHIP?

Apprenticeships allow you to combine work and study by mixing on-the-job training with classroom learning. You'll be employed to do a real job while studying for a formal qualification, usually for one day a week either at a college or a training centre. By the end of your apprenticeship, you'll hopefully have gained the skills and knowledge needed to either succeed in your chosen career or progress onto the next apprenticeship level.

What you'll learn depends on the role that you're training for. However, apprentices in every role follow an approved study programme, which means you'll gain a nationally-recognised qualification at the end of your apprenticeship. These qualifications can include:

- **National Vocational Qualifications (NVQs)** - from level 2 (comparable to five GCSEs) up to level 5 (similar to a postgraduate degree).
- **Technical certificates** - such as BTEC, City and Guild Progression Award etc.
- **Academic qualifications** - including a Higher National Certificate (HNC), Higher National Diploma (HND) foundation degree or the equivalent of a full Bachelors degree.

You'll also be constantly developing your transferable skills, otherwise known as soft skills, which are highly valued by employers. These include communication, teamwork and problem solving, as well as knowledge of IT and the application of numbers. Most job sectors offer apprenticeship opportunities in the UK, with a wide range of specific roles on offer within each.

Length of apprenticeships

The length of your apprenticeship will depend on a number of factors, such as the level of the apprenticeship, your chosen sector, employer requirements and your individual ability. That being said, apprenticeships will usually last between one and six years. Their length follows a basic framework:

- **intermediate apprenticeships** typically last between one year and 18 months
- **advanced apprenticeships** are usually studied over two years
- **higher and degree apprenticeships** take three-to-six years to complete.

It's worth checking directly with your chosen employer before applying to check how long your course will last, as some won't follow this structure.

Pay rates and working hours

If you're either aged under 19 and an apprentice, or 19 or over and still in your first year as an apprentice, you'll be entitled to the apprenticeship wage of £3.90 (from April 2019). Apprentices aged 19 or over and who've completed their first year will be able to claim the National Minimum Wage, which currently stands at £6.15 per hour (for those aged 18-20) or £7.70 (21-24).

This pay rate is stated as a guideline - some employers will pay you a higher wage. You'll also be entitled to sick pay, any additional benefits your employer offers to its other employees, such as healthcare plans and childcare vouchers, and at least 20 days of paid holiday per year. Use the [GOV.UK Holiday Calculator](#) to work out your exact entitlement.

Your working hours will vary depending on your employer, but you won't be able to work more than 40 hours per week or any fewer than 30. Typically, you'll work between 35 and 37.5 hours per week. The sector you're entering will determine the nature of your daily working hours - while most apprentices can expect to work a 9am-5.30pm day with an hour's break for lunch, those in hospitality or healthcare roles, for instance, should expect to work antisocial shifts.

Entry requirements

- As **higher apprenticeships** are the equivalent of a foundation degree, HNC or first year of a Bachelors, you'll usually need at least five A*-C or 9-4 grade GCSEs, as well as some Level 3 qualifications in relevant subjects, to apply. Your Level 3 qualifications could be AS-levels, a BTEC National or a level 3 NVQ.
- **Degree apprenticeships** will have the tightest entry requirements. These may include three A-levels in a specified grade range or a higher apprenticeship qualification, on top of at least five A*-C or 9-4 GCSE grades. It's likely you'll be required to have prior work experience.

You can apply for apprenticeships at any time of the year - it all depends when an employer has a vacancy. You'll be able to check the specific entry requirements of your chosen apprenticeship once the position opens.

For a list of all the current live vacancies, check the government website here <https://www.gov.uk/apply-apprenticeship>

ALTERNATIVE PATHS: USEFUL WEBSITES

Job Descriptions/ Information

www.careers-gateway.co.uk (*Graduate careers advice*)

nationalcareersservice.direct.gov.uk (*National career information/job profiles*)

www.prospects.ac.uk (*General career information*)

www.plotr.co.uk (*General career information*)

www.wamster.co.uk (*Information for young people*)

www.growourown.co.uk (*RBWM—local opportunities*)

General Vacancies

www.direct.gov.uk

www.jobsgopublic.com

www.reed.co.uk

www.monster.co.uk

www.totaljobs.com

www.randstad.co.uk

www.workthing.com

www.a4e.co.uk

www.parkstreetpeople.com

www.select.co.uk

Retail

www.nsaforretail.com

www.retailcareers.co.uk

www.inretail.co.uk

www.sainsburys.co.uk

www.marksandspencer.com

www.orangejobs.co.uk

www.o2.co.uk

www.gumtree.com

Leisure and Tourism

www.skillsactive.com

www.leisureopportunities.co.uk

www.firstchoice4jobs.co.uk

www.windsor.gov.uk

www.leapintoleisure.co.uk (*Leisure jobs*)

Health and Social Care

www.nhsCareers.nhs.uk

www.skillsforhealth.org.uk

www.socialcarecareers.co.uk

Self-Employment

www.businesslink.gov.uk

www.prowess.org.uk

Voluntary

www.wmvolaction.org.uk

www.do-it.org.uk

www.timebank.org.uk

www.vinspired.com

Hospitality

www.hospitalityrecruitment.co.uk

www.caterer.com

Young People/ Apprenticeships

www.unifrog.org

www.wamster.org.uk

www.eastberks.ac.uk

www.bca.ac.uk

www.bracknell.ac.uk

www.apprenticeships.org.uk

www.wbtc-uk.com (*West Berkshire Training - Apprenticeships*)

www.kent.ac.uk

www.princes-trust.org.uk

www.cvscore.co.uk (*Checks your CV*)

www.ucasprogress.com

www.cityandguilds.com

www.icaew.com/careers (*Accountancy*)

www.ecitb.org.uk (*Engineering Construction Industry Training Board*)

www.apprenticeships.qa.com (*Information technology*)

www.jhpapprenticeships.com (*General Apprenticeships*)

www.vso.org.uk (*Voluntary Service Overseas*)

www.learndirect.co.uk

http://www.eastberksebp.org.uk/ (*local career events*)

www.plotr.co.uk