

UCAS Progress

September 2016

Dear

I would like to take this opportunity to introduce UCAS Progress which was discussed during your careers meeting.

UCAS Progress is an admissions service for students looking for post-16 study and training. UCAS Progress allows you to search education courses and providers in your area. This includes everything from colleges and sixth forms to apprenticeships and traineeships. Ormiston Horizon Academy students will use this website to apply for courses.

I have enclosed a step-by-step user guide for UCAS Progress. Your login details are:-

**Your Username:**

**Your Password:**

I shall meet with you again to discuss your course choices, applications, CV writing and how to write a personal statement.

In the meantime, if you have any questions please email [zheath@ormistonhorizonacademy.co.uk](mailto:zheath@ormistonhorizonacademy.co.uk) or call into the careers office located in the OHA 6<sup>th</sup> Form room. Also, if your parent/guardian would like more information, they can email or call 01782 883333.

Yours sincerely

*Z. Heath*

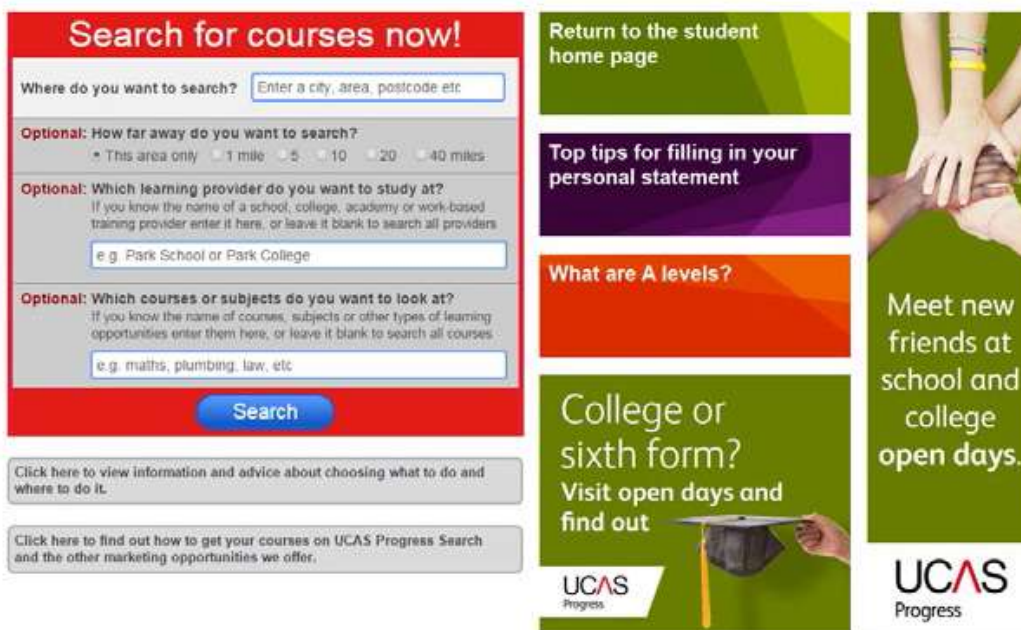
Mrs Z Heath  
Data & Careers Manager

**Getting started** – go to the 'Getting started' section at [www.ucasprogress.com](http://www.ucasprogress.com) and find out about qualifications you can take. We have loads of information, videos and a quiz to help you decide on your next steps, plus booklets you can download and read at home with your parents or guardians.

**Find career ideas** – here you will find information on different jobs and a quiz to help you choose which jobs could be right for you.

## Step 1: start your search

To start your search on UCAS Progress go to [www.ucasprogress.com/search](http://www.ucasprogress.com/search).



The screenshot shows the UCAS Progress search page. It features a red header with the text "Search for courses now!". Below this is a search form with several fields and options:

- Where do you want to search?** A text input field with the placeholder "Enter a city, area, postcode etc".
- Optional: How far away do you want to search?** Radio button options: "This area only", "1 mile", "5", "10", "20", "40 miles".
- Optional: Which learning provider do you want to study at?** A text input field with the placeholder "e.g. Park School or Park College".
- Optional: Which courses or subjects do you want to look at?** A text input field with the placeholder "e.g. maths, plumbing, law, etc".

A blue "Search" button is located at the bottom of the form. Below the form are two links:

- Click here to view information and advice about choosing what to do and where to do it.
- Click here to find out how to get your courses on UCAS Progress Search and the other marketing opportunities we offer.

On the right side of the page, there are several promotional banners:

- Return to the student home page
- Top tips for filling in your personal statement
- What are A levels?
- College or sixth form? Visit open days and find out
- Meet new friends at school and college open days.

The UCAS Progress logo is visible at the bottom of the page.

In the search box you will need to put your postcode or the area where you would like to study. There are three optional filters you can apply.

1. You can choose how far away you would be willing to study.
2. You can choose which school or college you would like to go to.
3. You can select subjects or courses you would like to study.

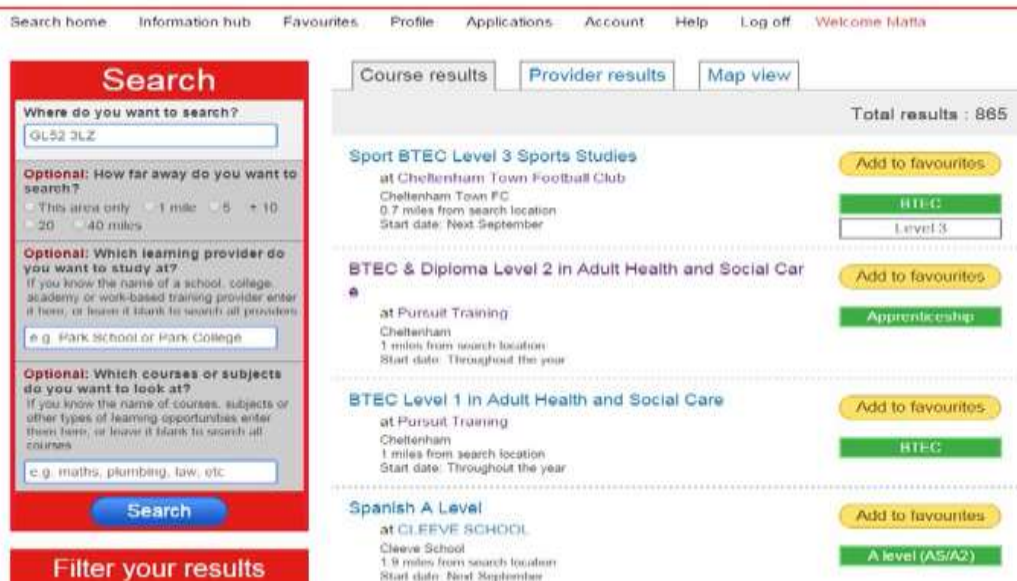
If you don't know or have no preference, you can choose to search all and then browse the results.

### What else can help you decide?

- **Go to open days or open evenings** – they're a great opportunity to visit schools and colleges, find out about the courses on offer and speak to staff and students.
- **Attend careers and skills fairs** – these are ideal for meeting people from colleges, sixth forms, training providers, apprenticeship providers, employers and careers advice services.
- **Get advice** from careers staff at your school or from the National Careers Service.
- **Discuss your ideas** – talk to parents or carers, family and friends to get other views about your choices.

## Step 2: choose your course

Your results will be displayed in a list with the courses nearest your location at the top.



### You can filter your results by:

- provider type (e.g. college, sixth form)
- course level (e.g. Level 3 is A level and Level 2 is GCSE)
- course type (e.g. A level, apprenticeship, diploma)
- start date (e.g. September or January)

### You then have the choice of three views.

1. **Course view:** on the course results page you get a list of all the courses available. You can click on the course title to read more information about them.
2. **Provider view:** on the provider view page you can choose to view more information about the school or college and see how many courses they offer. If you click on the name of the school or college it will take you to more information about them.
3. **Map view:** from this page you can see where different providers are. If you click on the location pin you will see the provider name and how many courses they offer.

**When you have found the courses you like you can favourite them. There is no limit to the number of courses you can choose, but you must sign in with the details given to you by our school. If you don't have an account you will need to set one up.**

### Things to consider

- Are there subjects you enjoy at school that you'd like to continue studying?
- How do you learn best – in the classroom or by real, practical experience?
- Do you need any particular qualifications to get the job you want?
- Do you have hobbies or interests you could study?
- Do you need specific grades to get on the course(s) you're interested in?

## Step 3: fill out your profile

To apply for a course you will need to tell the provider about yourself. This is called a profile. Your profile is made up of five sections, each of which has a number of questions. Remember to save each section after completing it – you can still make changes later.

You can send your application without a reference – your school can send this later.

Search home Information hub Favourites Profile Applications Account Help Log off Welcome Test

Summary Personal information Qualifications Work history Personal statement Contact details Reference


### Summary

**1** This profile is where you enter information to be included as part of your applications.

How it works:

- You can enter and save information in each section using the tabs (Personal information, Qualifications etc.)
- When you have finished working on each section save it or mark it as complete at the bottom of the page
- Complete as much information as possible within each section and ask teachers or advisers for help if you are unsure of what is needed.

**1** Once you have marked that all of your sections are complete your profile will be checked by your teacher or adviser.

 View the entire profile

#### Sections to keep up-to-date

Contact details	<b>1</b> Incomplete
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#### Sections to complete before you apply

Personal information	<b>1</b> Incomplete
Qualifications	<b>1</b> Incomplete
Work history	<b>1</b> Incomplete
Personal statement	<b>1</b> Incomplete

#### Sections your provider will complete for you

Reference	<b>1</b> Incomplete
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#### Contact details

Keep this section up-to-date so the provider can get in touch with you.

#### Personal details

This section contains information such as nationality and whether you need additional support at school.

#### Qualifications

This is where you add all the qualifications you have or are working towards. Include the grades for qualifications you have completed and predicted grades for qualifications you are studying towards now.

#### Work history

Include information about any jobs you have had or currently have to explain what skills you have learnt at work.

#### Personal statement

This is where you write about the skills and qualities you have that make you suitable for the course, and why you want to study the subject.

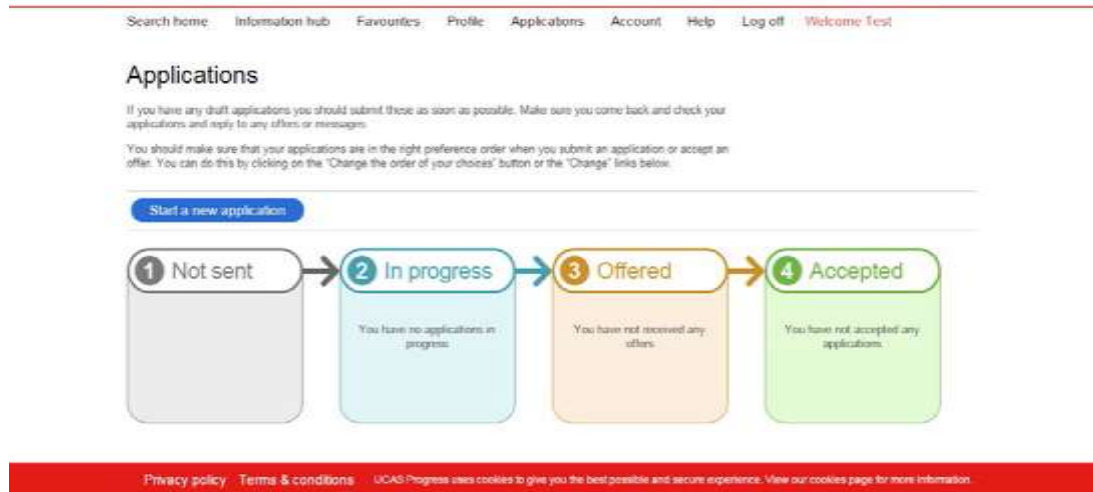


## Top tips for completing your profile

- Do your research.
- Check the entry requirements of the course(s) you're applying for.
- Check the course(s) you're applying for fit with your career or job aspirations.
- Check your spelling, grammar, and punctuation in your application.
- Check you've entered the correct contact information in your application.
- When writing your personal statement, think about what you want to say about yourself and that the college, sixth form, or training provider needs to know about you. Get some help at [www.ucas.com/16-18-choices/personal-statement](http://www.ucas.com/16-18-choices/personal-statement).

## Step 4: your application

Once your profile is complete you can add in the course choices from your favourites and make your application.



The screenshot shows the 'Applications' section of the UCAS Progress website. At the top, there is a navigation bar with links: Search home, Information hub, Favourites, Profile, Applications, Account, Help, Log off, and Welcome Text. Below the navigation bar, the heading 'Applications' is followed by two paragraphs of text. The first paragraph says: 'If you have any draft applications you should submit these as soon as possible. Make sure you come back and check your applications and reply to any offers or messages.' The second paragraph says: 'You should make sure that your applications are in the right preference order when you submit an application or accept an offer. You can do this by clicking on the 'Change the order of your choices' button or the 'Change' links below.' Below the text is a blue button that says 'Start a new application'. Underneath the button is a flowchart with four steps: 1 Not sent (grey box), 2 In progress (light blue box), 3 Offered (light orange box), and 4 Accepted (light green box). Each step is connected to the next by a right-pointing arrow. Below the flowchart, there is a red footer bar with text: 'Privacy policy Terms & conditions UCAS Progress uses cookies to give you the best possible and secure experience. View our cookies page for more information.'

You can apply for as many courses as you like at as many providers as you like.

However, you can only apply to each provider once, so make sure you have added all your courses to your application.

- To start a new application, click the blue 'Start an application' button.
- If you're applying for more than one course from the same provider it will need to be added to the same application, and you will be asked to put them in your order of preference.
- When you're ready to send an application click 'submit'.
- In some cases, the college or sixth form you have applied to may ask you some additional questions. You will need to answer these before you can submit your application.
- Your school might want to check your application or add qualifications before you send it – please check this with your teacher.

## Step 5: track your application

When your application has been received by the provider they will acknowledge this and you will be notified. You will then be able to see your application progress on the tracking page. If the college or sixth form has sent you a message, you will be able to view it on the messaging section of the application page.

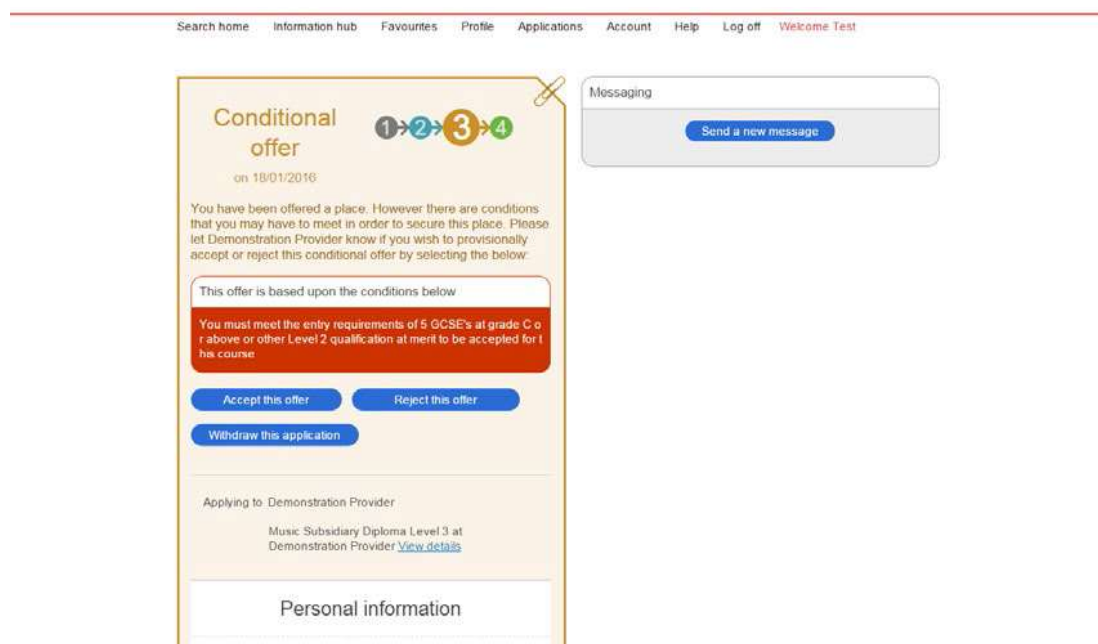
## Step 6: reply to offers

If a college or sixth form makes you an offer, they will send it to you through UCAS Progress and you will receive an email to inform you of this. You will be able to sign in and view this offer in the 'Offered' tab. If the offer is conditional it means that you may need to do something to secure your place. If you get an unconditional offer this means that it doesn't depend on any additional criteria.

On the offer page you can select 'Accept this offer' or 'Reject this offer' and you can also choose to withdraw your application. If you withdraw you can add a few sentences to explain to the college or sixth form why you are choosing to do this. You can also ask them any questions you have by clicking the 'Send a new message' button.

You can accept as many offers as you like. If you receive more than one you will be asked to accept your offers in order of preference.

When you start the course the status of your application will change to 'enrolled'.



The screenshot shows the UCAS Progress interface. At the top, there is a navigation bar with links: Search home, Information hub, Favourites, Profile, Applications, Account, Help, Log off, and Welcome Test. The main content area features a 'Conditional offer' card. The card has a title 'Conditional offer' and a progress indicator with four steps, where step 3 is highlighted. Below the title, it says 'on 18/01/2016'. The card contains the following text: 'You have been offered a place. However there are conditions that you may have to meet in order to secure this place. Please let Demonstration Provider know if you wish to provisionally accept or reject this conditional offer by selecting the below.' Below this text is a red box with white text: 'This offer is based upon the conditions below' and 'You must meet the entry requirements of 5 GCSE's at grade C or above or other Level 2 qualification at merit to be accepted for this course'. Underneath the red box are three buttons: 'Accept this offer', 'Reject this offer', and 'Withdraw this application'. Below the buttons, it says 'Applying to: Demonstration Provider' and 'Music Subsidiary Diploma Level 3 at Demonstration Provider [View details](#)'. At the bottom of the card is a section for 'Personal information'. To the right of the card is a 'Messaging' section with a 'Send a new message' button.