



- Useful websites / guidance / tips and information regarding the UCAS / Apprenticeship Application process.
- Understand the tariffs / UMS points and know the key dates.

# Consider these questions when researching courses:

- Why do you want to study this course?
- Do you know the course structure?
- Have you looked at the course modules?
- Have you seen the reading lists?
- Do you know how the course is assessed? Is it exam or coursework based?
- What is the graduate employment rate for this course?
- Will you have to take part in any field trips?
- Is there a placement year or opportunities for Internships?
- Are there opportunities to study abroad?

# Consider these questions when researching universities:

- Do you want to live in a big city?
- Do you want to live in a quieter location?
- Do you want a campus university?
- Do you want an inner-city location?
- Do you want access to the outdoors / countryside or a beach?
- Do you want excellent sporting facilities?
- What courses does the university really specialise in?
- Have you looked at ALL the university guides for a broad view?
- Have you researched the status of a specific course and not just the university? There is variation across subjects.

# Consider these questions when researching Apprenticeships:

- What are the entry requirements?
- How many Apprentices are taken on each year?
- What stages are there for you to go through – as many as 6 stages - from phone interviews, to formal interviews, to group tasks, to role plays .....
- Are there degree opportunities? Which university and does this involve 'day release'?
- How well established is the Apprenticeship scheme?
- When are the dates – one annual date or numerous application points throughout the year?

# University Advice and Guidance:

Your journey to uni starts here.

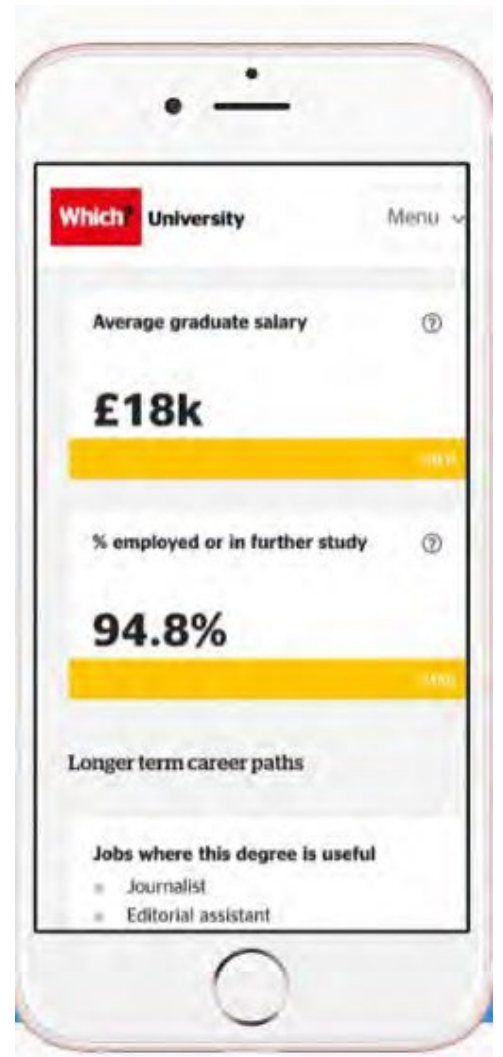
This website is incredibly useful – with advice on personal statements, courses, university choices, student budgeting, moving to university and much more. Do take a look!



<https://university.which.co.uk/>



- Use their 'A Level Explorer' tool to match your A Levels to degree possibilities in seconds.
- Browse through their 'Subject Guides' and read key stats, course options, graduate prospects and more.





Their website is very informative – with advice on going to university, exploring your options, open days, studying at Conservatoires and finance.

It also advises on alternatives to higher education and gives careers, advice:

<https://www.ucas.com/>

### Explore your options here

Confused about your options after school, college, or sixth form? Here's all you need to know about the routes available to you, to help you decide what to do next. You could apply to university, go on a gap year, take on an apprenticeship, find an internship, or start your working career. Whichever option is right for you, this page will help you find the answers to all your questions about your next step in life.

Get everything you need to know direct to your inbox

# Research – it's free!

- [Search tool – look for providers, courses, and minimum entry requirements. Use the subject guides to find more information.](#)
- [Open days](#) and [virtual tours](#) – a great way to explore campuses and facilities.
- [UCAS' higher education exhibitions](#) – useful to meet different universities and colleges, and explore options. It is important to register, and encourage your students to register in advance.
- Learning from others – [student videos](#) and [blogs](#).
- [Career options](#) – use the [job profiles](#) to explore different career roles and pathways, or take the [Buzz quiz](#) to find out more about individual strengths, and what roles they may suit.
- The [career finder tool](#) is ideal for considering options after education, including searching for [apprenticeships](#).



### Qualification outcome ?

- ☐ Foundation degrees
- ☐ HNC or CertHE
- ☐ HND or DipHE
- ☐ Bachelor degrees (with or without Honours)
- ☐ Masters degrees
- ☐ Other qualifications

[Find out more about different types of undergraduate qualifications.](#)

### Distance ?

1 mile

### Area ?

- ☐ England
  - ☒ Area of England
- ☐ Scotland
- ☐ Northern Ireland
- ☐ Wales

Universities and  
courses are listed  
alphabetically

Further education

Undergraduate

Postgraduate

Alternatives

Careers



Sign in



Explore

Information

Courses

Events

Documents

Videos

### Viewing providers

36,678 courses from 374 providers



EXPAND ALL COLLAPSE ALL



### University of Aberdeen

390 courses



#### Accountancy

Master of Arts (with Honours) - MA (Hons)



#### Accountancy and Business Management

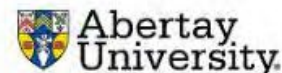
Master of Arts (with Honours) - MA (Hons)



#### Accountancy and Economics

Master of Arts (With Honours) - MA (Hons)

Show more courses



### Abertay University

26 courses



#### Accounting and Finance

Bachelor of Arts (with Honours) - BA (Hons)



#### Biomedical Science

Bachelor of Science (with Honours) - BSc (Hons)



#### Business and Human Resource Management

Bachelor of Arts (with Honours) - BA (Hons)

Show more courses



APPLY  
NOW



UCAS

# Narrow your choices down ...

The screenshot shows a web browser window with the UCAS search results page. The address bar shows the URL <https://digital.ucas.com/search/results?SearchText:>. The page title is "Found 109 courses". On the left, there are filters for "Undergraduate", "University of Leeds", "History", and "Full-time". Below these filters, there is a section titled "What type of degree do you want to study?" with radio buttons for "Undergraduate" (selected) and "Postgraduate". The main content area shows the results for "University of Leeds History", with a dropdown menu indicating "3 undergraduate courses available : Bachelor of Arts (with Honours) - BA (Hons)". A table lists three courses, all of which are "Bachelor of Arts (with Honours) - BA (Hons)" starting in "September 2018". Each course entry has a "View" button and a heart icon. On the right side of the page, there is a red vertical banner with the UCAS logo and the text "Explore your options >>". The Windows taskbar at the bottom shows the time as 14:08 on 27/06/2017.

**Filters**

- Undergraduate x
- University of Leeds x
- History x
- Full-time x

**Found 109 courses**

**Sort by**  
Most relevant

**University of Leeds History**

▼ 3 undergraduate courses available : Bachelor of Arts (with Honours) - BA (Hons)

| Course Name                                 | Mode                       | Location  | Start Date     | Action               |
|---------------------------------------------|----------------------------|-----------|----------------|----------------------|
| Bachelor of Arts (with Honours) - BA (Hons) | Full-time with time abroad | Main Site | September 2018 | <a href="#">View</a> |
| Bachelor of Arts (with Honours) - BA (Hons) | Sandwich                   | Main Site | September 2018 | <a href="#">View</a> |
| Bachelor of Arts (with Honours) - BA (Hons) | Full-time                  | Main Site | September 2018 | <a href="#">View</a> |

**Explore your options >>**

Search by  
Course for a more  
refined search



Use UCAS to initially explore the course and entry requirements ...

Course requirements – critical information

←

→

https://digital.ucas.com/courses/details?coursePri...

How to take a screen capture a...

Details - UCAS

Entry requirements

Shortlist

Qualification requirements

|                                                                |                                        |                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A level                                                        | AAA                                    | including A in History if taken excluding General Studies and Critical Thinking                                                                                                                                                                                               |
| Access to HE Diploma                                           | D: credits<br>M: credits<br>P: credits | Pass diploma with 60 credits overall, including at least 45 credits at level 3, of which 30 credits must be at Distinction and 15 credits at Merit or higher. 15 credits at level 3 at Distinction must be in History. An interview and a piece of written work are required. |
| Scottish Higher                                                |                                        | AA in Advanced Highers including an A in History and AABBB in Highers, or A in Advanced Highers History and AAABB in Highers                                                                                                                                                  |
| Cambridge International Pre-U Certificate – Principal subjects | D3, D3, M1                             | including D3 in History                                                                                                                                                                                                                                                       |
| Extended Project Qualification                                 |                                        | Where an applicant is taking the EPQ in a relevant subject this might be considered alongside other Level 3 qualifications and may attract an alternative offer in addition to the standard offer. If you are taking A Levels, this would be AAB at A Level                   |

Provider information

[www.leeds.ac.uk](http://www.leeds.ac.uk)

Woodhouse Lane  
Leeds  
LS2 9JT

TEF Gold

Teaching Excellence Framework

University of Leeds has opted into the [TEF](#) and received a Gold award.  
[Find out more about the TEF.](#)

Course contact details

[View course details on provider's website](#)

University of Leeds

[study@leeds.ac.uk](mailto:study@leeds.ac.uk)

0113 343 2336

14:15

27/06/2017

# Courses requiring 'POINTS'

https://digital.ucas.com/courses/details?coursePri... Details - UCAS

## Entry requirements

### Qualification requirements

|                                                    |                                                                            |                                                                                                                           |
|----------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| UCAS Tariff                                        | 112 points                                                                 |                                                                                                                           |
| A level                                            | BBC                                                                        | 112 UCAS Tariff points from three A-Levels                                                                                |
| Pearson BTEC Level 3 National Extended Diploma     | DMM                                                                        |                                                                                                                           |
| Access to HE Diploma                               | D: credits<br>M: credits<br>P: credits                                     | Pass your Access course with 60 credits overall with a minimum of 45 credits at level 3                                   |
| GCSE/National 4/National 5                         | GCSE English grade C/4 or equivalent<br>GCSE Maths grade C/4 or equivalent |                                                                                                                           |
| Pearson BTEC Level 3 National Diploma              |                                                                            | 112 UCAS Tariff points from your BTEC Level 3 National Diploma and one A-Level or equivalent qualification                |
| Pearson BTEC Level 3 National Extended Certificate |                                                                            | 112 UCAS Tariff points from your BTEC Level 3 National Extended Certificate and two A-Levels or equivalent qualifications |

We also consider equivalent qualifications and combinations. Please contact Nottingham Trent University.

Shortlist Apply

### Provider information

[www.ntu.ac.uk](http://www.ntu.ac.uk)  
50 Shakespeare Street  
Nottingham  
NG1 4FQ

**TEF Gold** Teaching Excellence Framework

Nottingham Trent University has opted into the **TEF** and received a Gold award.  
[Find out more about the TEF.](#)

### Course contact details

[View course details on provider's website](#)

### NTU Admissions

[applications@ntu.ac.uk](mailto:applications@ntu.ac.uk)  
+44(0)115 848 4200

Requirements might be explained as grades or points ... see next slide

# UMS / Grade Tariff Point Guide

| Grade | Tariff points |
|-------|---------------|
| A*    | 56            |
| A     | 48            |
| B     | 40            |
| C     | 32            |
| D     | 24            |
| E     | 16            |

When a university says they want 120 UMS points – those points equate to particular grades.

Here is a  
Grade  
Guide



| A Level Grade  |  |        |
|----------------|--|--------|
| A Level Grades |  | Tariff |
| A*A*A*         |  | 168    |
| A*A*A          |  | 160    |
| A*AA           |  | 152    |
| AAA            |  | 144    |
| AAB            |  | 136    |
| ABB            |  | 128    |
| BBB            |  | 120    |
| BBC            |  | 112    |
| BCC            |  | 104    |
| CCC            |  | 96     |
| CCD            |  | 88     |
| CDD            |  | 80     |
| DDD            |  | 72     |

# Russell Group Universities:

The Russell Group is a 'catch-all term' for a group of universities with a shared focus on research and a reputation for academic achievement. These institutions usually top the university league tables. They are sometimes referred to as 'red brick universities':

|                          |                          |                                  |                             |
|--------------------------|--------------------------|----------------------------------|-----------------------------|
| University of Birmingham | University of Edinburgh  | London School of Economics       | Queen's University, Belfast |
| University of Bristol    | University of Glasgow    | University of Manchester         | University of Sheffield     |
| University of Cambridge  | Imperial College, London | University of Newcastle          | University of Southampton   |
| University of Cardiff    | King's College, London   | University of Nottingham         | University College, London  |
| University of Durham     | University of Leeds      | University of Oxford             | University of Warwick       |
| University of Exeter     | University of Liverpool  | Queen Mary, University of London | University of York          |

# When to apply

|             |                                                                                                                               |
|-------------|-------------------------------------------------------------------------------------------------------------------------------|
| May         | UCAS Undergraduate Apply opens for 2020 entry.                                                                                |
| September   | First day for receipt of completed applications.                                                                              |
| 15 October* | Application deadline for courses in medicine, veterinary medicine/science, and dentistry, and courses at Oxford or Cambridge. |
| 13 January* | Equal consideration application deadline.                                                                                     |
| February    | Extra opens.                                                                                                                  |
| June*       | Last date for applications before Clearing.                                                                                   |



# The Personal Statement: UCAS requirements

- One personal statement for all choices.
- Maximum of 4,000 characters with spaces, or 47 lines.
- Minimum of 1,000 characters.
- No formatting.

# Personal Statement Tips:

"A big 'don't' tends to be to try and be overly witty or humorous, as it doesn't always go down very well!"

Rachel, Graduate Ambassador (and English Literature and Language Graduate)

AVOID LISTS!

DON'T LIE!

"Get the first sentence right. When I read a personal statement, the first sentence is really crucial to make that first judgement."

Simon Benson, Undergraduate Admissions Tutor for Marine Technology

"Avoid generalised statements. You've a limited amount of space on the application form, so try to stay clear of them. Instead, write things that set you apart from others and show why you want to study the subject."

Adam Behr, Undergraduate Admissions Tutor for Music

"Avoid any elaborate or pretentious language. Try to articulate yourself in a clear and concise manner."

Richard Glenton, Deputy Manager of the School of Electrical and Electronic Engineering

# Personal Statement Tips:

"Show your ambitions. Show what you plan for your career and how ultimately studying this programme will shape your future."

Tom Hill, Programme Director for the Food and Nutrition degree programme

RESEARCH  
THE COURSE!

KEEP A COPY!

"For me, I'm looking for interest and drive for the subject. I'm also quite keen to see that it's grammatically correct and doesn't have any spelling errors. You'll be surprised how many of them do, and that can give the wrong impression."

James, Undergraduate Admissions Tutor for Archaeology

"And finally, prove to us that out of all your A-Levels you really do want to do this one subject."

Andrew, Undergraduate Admissions Tutor for Chemistry

DON'T COPY  
– MAKE IT  
YOUR OWN!

# Use UCAS's online inspiration tool:

## Need to write your personal statement?

### Not sure where to start?

Your personal statement is your chance to describe the ambitions, skills and experience that will make you right for your choices. We've developed this tool to get you thinking about what to include.

Get started ➤

Please view this web app in either Google Chrome, Mozilla Firefox, Safari or Internet Explorer 10 and above.



# UCAS

# Use Prospectuses and Admissions Teams

- Look at course descriptions and identify the qualities, skills, and experience it requires – you can use these buzzwords / terms to help you decide what to write about.
- It is very important that you show you have researched the course and have at least read the prospectus.
- Ring University Admissions teams if you are unsure about anything – they are very helpful and advice is at the end of a telephone!

# UCAS

UCAS INFOGRAPHIC  
TO ASSIST WITH YOUR  
PERSONAL STATEMENT  
WRITING





### TOP TIP

Don't begin with a quote - overdone!

### TOP TIP

Don't just reel off lists of what you have done – detail what you have learned / what skill you have developed. Sell yourself!

### TOP TIP

Leave Admissions teams with something to remember you by!

- Introduce the passion you feel for your subject and why you wish to study it at University
- Be original, creative, passionate. Don't rely on clichés?!

- Have a paragraph where you give **subject-specific experiences** which convey your engagement and enthusiasm for your University subject and for academic study.
- Be specific: a specific vocational experience / a specific skill you acquired, wider reading examples, a specific extra-curricular experience which relates to your subject.

- Discuss each of your A Levels in turn. Start with your proposed University subject.
- For each A Level, give a specific example of a task / topic / piece of work which showcases the skills / specialist knowledge required for **your** University course / subject.
- Really emphasise what subject-related SKILL or ATTRIBUTE you have developed.

- Discuss your extra-curricular experiences – explain WHAT you have done but most importantly what SKILLS you have acquired and how these skills have prepared you for your subject / academic study / being independent / university life

- Conclude by succinctly summarising why the subject is inspiring to you.
- Explain why Undergraduate study is your chosen path.

### TOP TIP

Don't list grades – UCAS will know this

### TOP TIPS

Read the skills requirements for your course. What are they looking for? What attributes do you need to 'sell'? Make sure you 'hit' their criteria

### TOP TIP

Your subject and passion for it, should be very apparent!

# Apprenticeship advice

UCAS has [apprenticeships advice](#) to help students make informed decisions about their post-16 and post-18 opportunities.

Find out about:

- the different types of apprenticeships
- how to find and apply for apprenticeships
- preparing for the application and interview process

With the predicted growth of higher and degree apprenticeships, you'll also find a dedicated [degree and professional apprenticeships section](#) on [ucas.com](#), which profiles current programmes in more detail.