



An Introductory Guide to University Applications

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PROS AND CONS OF UNIVERSITY

Arguments in favour of going to University

- o You'll meet lots of new friends – from all over the UK and the world
- o University life is an amazing experience
- o You learn to live independently
- o You'll study in depth a subject that interests you
- o Better qualifications generally lead to better jobs
- o A degree gives you more choices in life
- o Many jobs require a degree these days
- o You're more likely to get a job if you have a degree
- o Graduates generally earn more and have more job satisfaction

Arguments against going to University

- o There's no guarantee that you will succeed in your studies
- o It's costly
 - o Tuition fees of approximately £6,000 to £9,000 per year
 - o and the cost of living expenses – maybe £4,000 per year
- o So, you'll probably end up owing lots of money (you pay it back after you graduate)
- o It usually takes 3 years to get a degree.
- o During this time, you're not earning and not gaining experience of work.
- o Not all graduates get well-paid jobs.
- o Some non-graduates do very well for themselves.

HIGHER EDUCATION JARGON BUSTER

Jargon	What it means
BMAT	Biomedical Admissions Test –for some medicine degrees at Bristol, Cambridge, Oxford, Royal Veterinary College, University College, Imperial College, Manchester. See BMAT website. 1 October 2015 deadline. (SEE also UKCAT below)
Bursary	Money given to students to help pay for their studies (eg for some Health Care courses)
Clearing	UCAS system for students who have no offers (July-Sept)
Conditional Offer	An offer which depends on getting certain grades
CUKAS	Conservatoires UK Admission Service – for music courses at Birmingham Conservatoire, Leeds College of Music, Royal College of Music, Royal Northern College of Music, Royal Scottish Academy of Music and Drama, Royal Welsh College of Music and Drama, Trinity College of Music.
Decline	You receive an offer but decide to reject it.
Defer	Apply this year but not start the course until a year later. If you would like to do this, make sure that the university accepts deferred entry for your course. And remember to indicate Deferred in the Courses section of your application. If you defer, do not apply for funding until a year later.
Degree	A three or four year programme of HE study. <ul style="list-style-type: none"> • BA - Bachelor of Arts • Bed – Bachelor of Education • BEng – Bachelor of Engineering • BMus – Bachelor of Music • BSc - Bachelor of Science • BVSc - Bachelor of Veterinary Science • FA or FSc - Foundation Degree – vocational degree. Can lead onto a full degree. • LLB – Bachelor of Law • MBChB – Bachelor of Medicine • Combined degree – made up of modules of different subjects • Joint degree – two subjects studied equally • Single degree – focus on one major subject • Sandwich course – periods of study at university are alternated with periods of study in industry • Sandwich courses usually last for 4 years
DipHE	Diploma of Higher Education. Two year course. Needs lower grades than a degree. Can lead onto a degree.
Drop Out	14% of students do not finish their HE courses – because they don't like the course or the place or the facilities; or they cannot manage financially.
DSA	Disabled Student Allowance

Entry requirements	The points or grades you need to get onto your chosen course. See the section in this booklet on UCAS Offers and Units. Some courses also require relevant work experience.
Firm acceptance	Your first choice of course. (see Insurance)
Foundation Course	Often needed for an Art degree.
Foundation Degree	2-year degree course. Usually for people in employment. Combines academic study and practical experience. Courses are related to types of job.
Foundation Year	Before your first year if you don't have the right qualifications for a degree (eg for Art, Engineering, Medicine degree). Leads on to a degree course.
Fresher	A first year student in Higher Education
GAMSAT	Graduate Medical School Admission Test – for some medicine courses at Keele, St Georges, Nottingham, Peninsula, Swansea. www.gamsatuk.org
GAP Year	A year off before you start university. Consider the pros and cons of this.
HE	Higher Education – education beyond A level standard
HEI	Higher Education Institution (eg university, college)
HND	Higher National Diploma – 2 year vocational qualification. Need lower grades than a degree. Can lead to a full degree.
Insurance Acceptance	Your second choice acceptance. If you don't get the grades for your Firm Acceptance, you might get into your Insurance place.
LA	Local Authority
LNAT www.lnat.ac.uk	National Test for Law – needed for entry to some Law degrees at Birmingham, Bristol, Cambridge, Durham, East Anglia, Glasgow, Kings College, Manchester Met, Nottingham, Oxford, University College. See LNAT website.
MSAT	Medical Schools Admission Test – for entry to some medicine degrees – www.msat-uk.org
NMAS	No longer exists – apply for Nursing and Midwifery through UCAS
Oxbridge	Combined name for Oxford and Cambridge Universities
Personal Statement	Space on your UCAS application for you to give your reasons for choosing a particular course etc
Sandwich course	A degree course where you alternate periods of time in university and industry. Thin sandwich = 6 month blocks of time. Thick sandwich = 12 month blocks.
Sponsorship	Financial support from industry, commerce, charities or university
Stamford Test	UCAS on-line system for helping you find a suitable course.
TDA	Training and Development Agency – provides information about teaching careers
UCAS	Universities and College Admission Service. www.ucas.com
UCAS Extra	If you have no offers in March, you can make an extra choice
UCAS Tariff	Points allocated to each entry qualification (see table).
UCAS Track	On-line system for tracking progress of your application
UCAS Apply	The UCAS on-line application system

UKCAT – see website www.ukcat.ac.uk	UK Clinical Aptitude Test for students applying for dentistry and medicine. Tests begin 1 July 2016. Last test date 6 October 2016. UCAS deadline 15 October 2017
Undergraduate	A students studying for a first degree (eg BA, BSc)
uniTEST	Helps universities select students. See www.unittest.org.uk
Work experience	Vital for some applications eg medicine, nursing, midwifery, teaching, veterinary.

DATES & DEADLINES

June	Interviews with tutors in preparation for reference-writing. Draft personal statement. Research on universities and courses continues. Shortlist your choices
July	References started by subject staff.
August	Collect AS results. Confirm grades match places you apply to
September	Decisions made on courses & institutions Personal statement completed. UCAS on-line application completed
Sept 20th	Our deadline for Oxford, Cambridge, medical, dentistry, veterinary.
Oct 15th	Official deadline for Oxbridge, medicine, dentistry veterinary. UCAS forms completed and checked. Reference written by tutor
Oct 21st	<u>Deadline for completed UCAS forms to arrive in Year office</u>
Jan 15th	Applications received by UCAS after this date are LATE .
February	Check deadlines for rejecting or accepting offers
Feb 25th	Applicants can refer themselves through Extra for the first time
March	Recommended deadline for Route B Art & Design courses
March 31st	You should have all your replies by now and must make your decisions (if you applied on time)
April/May	Students choose one or two offers to "keep" – one firm offer and one insurance offer. This is a contract and if you get the grades required you will be expected to take up the offer.
June 30th	UCAS stops accepting late applications. Applications held for Clearing
August	Results Day - Sixth form staff will be in College to help.
End Aug	Year 12 students register for Year 13 courses

DECIDING ON A COURSE

Decision	Details
Use one of the following websites to help you find the right course for you: www.coursefinder.com ; www.ucas.com ; www.thecompleteuniversityguide.co.uk and think about these things:-	
Academic or vocational?	Some courses are aimed directly at a particular type of employment field (vocational). Others are more general.
Accommodation	<p>Cost and quality of accommodation varies a lot. Your choices include:</p> <ul style="list-style-type: none"> • Hall – student accommodation. Not always on the same site as the university. Can be fully catered (all meals provided – expensive), part-catered (you have to do some meals for yourself), self-catering (you do your own meals usually in a shared kitchen), en-suite (expensive but you have your own bathroom facilities), shared or single (two students in one room or a room of your own), single sex or mixed sex (the Halls have men only, women only or a mixture) • Student house (shared with others). Self-catered. Sometimes arranged through the university; sometimes through an agency. • Home – much cheaper. Only practicable if you study near to your home. Miss out on full experience.
Art & Design	Two possible admission routes – A and B. Our students mostly use route A which is the same process as other subjects. If your teachers think Route B is appropriate, seek further advice from the Year Office. Route B course codes start with the letter E.
Assessment	Do you prefer a course with lots of exams or one with lots of coursework and practical assessment?
Bursaries	Some universities are offering more generous financial packages than others. Check this out. But do not go to a university simply because they offer a cuddly toy.
Campus or not?	Many rural universities are campus-based with most of the university facilities on one site. More intimate, easy to make friends. But can be isolated and claustrophobic. Transport costs can be a problem.
Choice	Some courses offer a wide variety of optional modules. With others there's less choice.
City or rural?	Cities are lively, vibrant and exciting but they can also be expensive, crowded and polluted.

Class sizes	This varies enormously. Some classes / tutorial groups are very small; others are much larger.
Cost of living	Different places cost different amounts.
Course content	Read the course details carefully. Courses with the same name can cover very different work at different universities. Beware! Read the University Prospectus carefully and look at the 'About this course' section of the Course Entry Profiles on the UCAS website.
Course structure	Do you prefer a modular approach (units of work lasting several months) or a linear approach? Pros and cons in both. What suits you best?
Course type	<p>Decide from the following:</p> <p>Foundation Course – often required for Art courses. Can be done at places like Chesterfield and Derby College. Not a Higher Education Course so no student loans.</p> <p>Foundation degree – usually for people in employment</p> <p>Foundation Year - Even with good A Levels you might not have what it takes to start a particular course right away. So, some courses offer a Foundation Year – eg some Art, Engineering and Medicine courses.</p> <p>HND - If you're unlikely to get the qualifications you need for a degree (2 A Levels minimum) or if you prefer a shorter more vocational course, you could do an HND (you must have studied 2 A levels or equivalent but need to pass only 1 A level)</p> <p>Degree – minimum three years of study. Minimum of 2 A Levels or equivalent needed. Vocational or academic choice.</p>
Deferred entry	<p>Some students will apply in 2015/16 for a start in 2017. This is called deferred entry. Make sure that the courses you are applying for accept deferred entries – don't just assume they will.</p> <p>If you are deferring, do not apply for funding until the following year.</p>
England, Northern Ireland, Scotland or Wales	Fees are different in Scotland to those charged in England, Wales and N.I. where most courses charge around £3,145 per year. In Scotland fees are generally lower.
Entry requirements	Check these very carefully. Are you doing subjects that the university will accept for your chosen course? Will you get the right grades / UCAS points for the course you're interested in. Have you studied enough units? It's vital to know what grades you're likely to get and choose courses that are relevant to these grades. If in any doubt, check with the course Admissions Tutor at the university. Refer to the UCAS Tariff

	page later in this booklet and ask for advice from the Head of Sixth Form or your Tutor
Foundation Degree	Foundation degree – usually for people in employment
Foundation Course (Art)	Foundation Course – often required for Art courses. Can be done at places like Chesterfield College. Not a Higher Education Course so no student loans.
Foundation Year	Even with good A Levels you might not have what it takes to start a particular course right away. So, some courses offer a Foundation Year – eg some Art, Engineering and Medicine courses.
How many choices?	<p>You need to find a maximum of 5 courses but:</p> <ul style="list-style-type: none"> • You have only four choices for medicine, dentistry, veterinary (the remaining 1 can be for related courses; • you can only apply to Oxford OR Cambridge (not both) in any one year • You can only have 3 Route B Art & Design courses.
Live at home?	It's not easy when you live here but some students travel to Nottingham, Derby and Sheffield on a daily basis. Much cheaper than living away from home but you miss out on some of the experiences of 'real' student life.
Location	Near home or far from home. Benefits in both! Perhaps best to strike a happy medium by choosing somewhere not too near and not too far. High transport costs if you're a long way away.
Nursing	You can apply for a Nursing degree or diploma through UCAS. You apply for funding as usual and they ask the NHS to send you the forms in June.
Open Days	Do find the time and money to attend Open Days for the places you intend to apply to. It's the only way to get a proper 'feel' for a place – and you will be living there for three years or more so it's important to get it right. Check www.ucas.com for dates or look in the Open Days Book (Sixth Form Office). See www.opendays.com
Popularity of course	Popular courses can demand higher entry grades. If you're applying for an over-subscribed course, apply early, be realistic about your grades, have relevant work experience, make your personal statement stand out and have a back up.
Professional qualifications	Some courses offer professional qualifications as part of the course – eg QTS (Qualified teacher Status)
Quality of course	How do you know that the course you're applying for has a good reputation? It's difficult to know for sure! The following websites can help:

	www.theguardian.com/education/universityguide www.hesa.ac.uk www.heaponline.co.uk http://www.thetimes.co.uk/tto/public/gug/ Universities asking for the highest grades are not always the best.
Sandwich course or not?	Some courses have periods in industry as part of the course. This means they last for an extra year. Real benefits in getting practical experience and, maybe, a job for the future.
Small or large	Would a small university where things are a bit more personal suit you better than a large university where you can be anonymous? Fewer facilities at a small one though.
Social life	If this is important to you, check out how active the social scene is at the university. The Students Union often provides a wide range of social opportunities. City-based universities have a lively social scene.
Study facilities	These are far better in some places than others. Check out library facilities, computer access etc.
What to study	There are over 50,000 courses to choose from! Do your research and find a subject that interests and excites you. Do course finder at www.ucas.com to help as well as using www.ukcoursefinder.com
What's right for you	Weigh up all the factors above and you'll eventually come up with the right course for you
Withdrawing	Once you've accepted an offer (either Firm or Insurance), you can only withdraw from the course to accept a course somewhere else if the university you accepted 'releases' you. Otherwise, you can withdraw completely and re-apply the next year if you wish. If you wish to withdraw your application from one or more courses before they've made their decisions about offering you a place, you need to contact the admissions tutor at the university(ies) and they will let UCAS know.

UCAS TARIFF – POINTS SYSTEM

UCAS Tariff points explained

UCAS Tariff points are used by some universities and colleges to set their entry requirements and to make offers. Currently, one third of courses in the UCAS search tool have a Tariff entry requirement.

Instead of asking for grades, a university might express the offer as a number of points. To help understand how many points a qualification is worth, UCAS has a [Tariff calculator](#) that you can use.

For courses starting from September 2017, a new Tariff will be in place. The new Tariff provides a fair and more transparent process of allocating Tariff points across a wider range of qualifications.

AS level	A level	BTEC Subsidiary Diploma	BTEC Certificate	New Tariff points from Sep 2016
	A*	D*		56
	A	D		48
	B			40
	C	M		32
			D*	28
	D		D	24
A				20
B	E	P	M	16
C				12
D				10
			P	8
E				6

UCAS – OFFERS AND UNITS

1. Some courses ask for grades eg BBC; others ask for points eg 156; some ask for so many points (or grades) from so many units.
2. Units refer to:
 - 2 units = AS (Advanced Subsidiary GCE)
 - 4 units = A Level
 - 6 units = BTEC National Award
 - 12 units = A Level Double Award or BTEC National Certificate
3. Some courses prefer students to have studied a certain number of units eg 21 units preferred (equivalent of 3 A Levels plus 1 AS Level). Check all these things carefully before applying.
4. Some courses ask for so many points from qualifications larger than 3. eg if the course requires 240 points it might also say that 180 of them need to come from qualifications larger than 3 units (in other words from 6 or 12 unit awards such as A Levels or BTEC Nationals). This is to ensure that students cannot achieve the points required for the course simply by getting a load of AS Levels.
5. The UCAS website gives course entry requirements –
 - Go to the UCAS website www.ucas.com
 - Click on Course Search
 - Look for courses using one of the three options (Course, provider or location)
 - A list of courses appears
 - Click on one of them
 - Click on Entry requirements or Entry Profile
6. **MUSIC EXAMS:** Grade 6, 7 and 8 Music exams with ABRSM, Guildhall, LCMM, Rockschoool and Trinity attract some points. See UCAS website or ask at the Year Office.

SEARCHING FOR COURSES

www.hotcourses.com

1. It's a similar system to UCAS but here they refer to the kind of courses most of our students are looking for as First degrees or Undergraduate courses.
2. Once again, you select the level (First degree), the location, the subject, the study mode (full-time), the location (the choice is anywhere in the UK), England only or London).
3. The courses are then listed for you with links to further information.
4. There's lots more information on the Hotcourses website related to funding and other issues.

www.ukcoursefinder.com

1. Similar methods used here for searching for courses.

www.learndirect-advice.co.uk

This allows you to search for all levels of courses – not just degrees.

What is a 'good' university

1. This is not straightforward; however, universities are measured in various ways and there are websites to help you assess teaching quality, the research they do, how well their students do and how many get jobs at the end of it.

www.theguardian.com/education/universityguide

www.hesa.ac.uk

COMPLETING YOUR ONLINE APPLICATION

1. Go to www.ucas.com/apply
 2. Click on **Register/Login to use Apply. For the year you intend to start not current year**
 3. On your first visit to the website, you need to Register
 4. **The 'buzzword'** which you will need the first time you register is
See your tutor for this to ensure you link to our centre.
 5. UCAS will give you a username when you register it.
 6. You will then have to provide:
 - a. a password which must have 6 to 14 characters and include at least one number
 - b. 4 security questions and answers to them
 7. Keep this information safe but also keep it secret. On later visits, you simply log in using these details
 8. ***Remember your username, password and personal ID. RECORD IT HERE.***
-
9. You must now verify your e-mail address. Retrieve the code from your mailbox and enter in the box provided. If you don't verify your e-mail you will not be able to complete your application successfully.
 10. When you have finished your session, log out using the Log Out button
 11. **DO NOT** use the ☐ in the top right corner of the window to log out.
 12. The application form is in sections (personal details, additional information, choices, education, employment, personal statement).
 13. Work on each section and mark each as Complete.
 14. If you need help, click on the buttons "How to use apply" or "Help".

A BRIEF GUIDE TO EACH SECTION OF APPLY

1. ABOUT YOU

Personal details

- a. Straightforward. This is the information you typed in when you registered.

Further details

- b. Previous name – for most students, leave blank
- c. Home address (if different) – for most students, leave blank
- d. Country of Birth – for most this is United Kingdom
- e. Nationality – for most students, this is UK National
- f. Dual nationality – for most, leave blank
- g. Area of Permanent residency – for most students this is Derbyshire
- h. Residential Category – for most students this is **A UK Citizen/EU National**
- i. Unique Learner Number – for most leave blank

Student support

- j. Fee Code – 02 LA, SAAS, NIBd, EU, chl, loM, student finance England
- k. Student Support Arrangements – the LA you live in (usually Derbyshire)
- l. Nominated Access – if you think you may be away at critical times
- m. Criminal Convictions – be honest!

Disability/special needs

- n. Disability/special needs – give details because they might be able to give help
- o. Tick box and save when section is complete

Additional information for registration

- p. Ethnic origin – put in what ethnic category you wish. For most this is category 11
- q. National Identity – for most this is British
- r. Dual nationality – not applicable for most students
- s. Activities in Higher Education – Open Days, HE Fairs etc.
- t. Have you been in care
- u. Parental Education and Occupational background – the job done by the parent who earns most (these have no influence on your application; it's just for their information)

2. COURSE CHOICES

- a. You can have up to 5 choices but you only have 4 choices for medicine, veterinary, dentistry and only 1 choice for Oxbridge.
- b. You don't need to use up all your choices if you don't want to.
- c. If you don't use all your choices now, you can add other later through UCAS Track or by ringing UCAS.
- d. Enter the Institute code (click ? if you don't know)
- e. Course code (click ? if you don't know)
- f. Campus code is sometimes needed if the university has more than one location for its courses (click ? if you don't know)
- g. Start Date – choose either a current or deferred start date – do you want to defer (put off) your entry for a year? Check that the university allows this for your course.
- h. Further details requested – some courses ask you about this. Check the box on the course description on the UCAS website.
- i. Home – are you living at home whilst studying and travelling every day?
- j. Point of entry – don't worry about this. It's only for students who are not starting their course in Year 1.

3. EDUCATION

- a. Enter details of Belper Community School and Sixth Form Centre
- b. Belper School centre number 23206
- c. Add the qualifications you already have and the ones that you are currently studying for. When you click the Add a qualification button, you see a list of qualifications. If your qualification does not appear select 'other' and search for it. You will also find Admissions Tests and Music Qualifications here (list the highest music grade achieved – not all!)
- d. If you have received AS grades, you **should** include them, even if you are re-sitting some units.
- e. You will be invited to include module results for completed qualifications. Some courses will use this information to help them in the selection process.
- f. If you declined an AS grade you do not need to include it.
- g. The date to put is the date you received your results – in the vast majority of cases this is August.
- h. You will need **the examination boards for all subjects** – use your certificates and the space for recording later in this document.
- i. If you do a **BTEC course you will be asked for your BTEC registration number** (this is available from the exams office)

4. EMPLOYMENT

- a. Include any part-time work, holiday jobs etc (maximum of 5 jobs)
- b. Do NOT include work experience – this can be referred to in your personal statement.

5. PERSONAL STATEMENT

- a. See over for help with your Personal Statement
- b. Also see the UCAS guide to writing a personal statement
- c. You can use 4,000 characters (each letter or a space is counted as a character) and you can use up to 47 lines
- d. It is best to prepare your statement in Word first where you can check the number of lines and characters: File | Properties | click on the Statistics tab.
- e. Use Times New Roman font, 12 point
- f. Do not use formatting such as bold or italic
- g. When you've pasted it to Apply, preview it to make sure it fits and then save it.

6. VIEW ALL

- a. You can see what information you've entered so far.

DO NOT CLICK ON PAY AND SEND UNTIL YOUR TUTOR HAS CHECKED IT OVER AND YOU HAVE PERMISSION TO SEND FROM THE YEAR OFFICE

What happens once the form is complete?

Once all sections are ticked as complete you will need to press pay / send.

- **You will be required to pay by credit/debit card current.**
- If you apply to more than one course, university or college, the cost is £23. If you only apply to one course at one university or college, you pay £11, (if you have paid only £11 and choose to add further choices, you pay a further £12).
- Notify the Director of Sixth Form and tutor that you have sent your form.
- At this point the form is sent to the Director of Sixth Form for checking and your Reference to be attached. If there are any mistakes then the form can be sent back and amended at no extra cost. Again send once completed.
- Once the reference is added the form is then sent onto UCAS.
- **You can then use the TRACK facility to check on the progress of your application. You need to make a note of your personal reference number.**

PERSONAL STATEMENT

You have 47 lines or 4,000 characters available for your personal statement. Prepare it in Word where you can check the number of lines and characters by clicking as follows: File | Properties | click on the Statistics tab and you'll see the information you need.

This is a suggested plan but refer to the copies of previous statements that follow.

Paragraph 1

Why have you chosen the course? What interests you about it? What do you know about it? What career plans do you have? Try your best to be really enthusiastic about what you are applying for.

Paragraph 2

The Advanced level courses that you have followed, indicating any parts of the course that you have particularly enjoyed or are relevant to the courses you are applying for. Reasons for having a Gap Year (if you are).

Paragraph 3

Work experience – both Year 10 and Year 12 – and any part-time jobs or voluntary work, especially if they're relevant to the course. Indicate any particular responsibilities and skills that are involved. Work Experience is particularly important when applying for nursing, medicine, veterinary or teaching.

Paragraph 4

Sports, hobbies, anything extra to your studies. If you put reading, mention your latest book or two – similarly music. Travel or other responsibilities – treasurer of club, etc, should come into this paragraph

Paragraph 5

The final grovelling – "I have enjoyed my Advanced level course but I am now ready for a new challenge etc.

Try to get the grammar, spelling and punctuation right.

If you have space, leave a blank line between paragraphs.

EXAMPLES OF PERSONAL STATEMENTS

English

I cannot imagine wanting to study any subject other than English; I find that nothing else is quite as stimulating, challenging or varied. I have always had a passion and an enthusiasm for the subject, and I think this is reflected in my achievement of an A grade at AS level and my score of 90/90 in my exam based on *The Handmaid's Tale* by Margaret Atwood. I believe that the beauty of the English language and the ways in which authors, poets and playwrights have chosen to manipulate it is fascinating. To me, English is not only the study of words - interesting though that is - but also the study of the fundamental ideas that have always intrigued us. The social and historical contexts of literature and the psychological and philosophical ideas behind it are all aspects that I am very keen to learn more about. For example I was interested by the fact that Margaret Atwood chose to write about a dystopian world where women are controlled by the state during a time when there was a severe backlash against the feminist movement. The extent to which a society influences its writers is something that I would like to explore.

I enjoyed my AS level study of *High Windows*, *Doctor Faustus* and *King Lear*, finding it interesting and challenging. I also have a particular fondness for Jane Austen's work, including *Pride and Prejudice* and *Emma*. I am also very interested by contemporary literature. As I particularly loved *The Handmaid's Tale* I recently chose to read *The Blind Assassin* and *Oryx and Crake*, also by Margaret Atwood. I read voraciously in my spare time.

Language is definitely one of my strengths, and I feel that my A-level study of French has helped me develop my skills in comprehension, essay writing and communication, all essentials for any English degree. I would be keen to continue my study of French literature during my time at university. I feel that achieving an AS Level in Maths has helped me to hone my skills in logic and clear thinking. Work towards my A-level in Art has helped to foster my creativity and confidence in expressing myself. I have a keen interest in Art and am working towards a Level 2 ABC qualification in life drawing during my spare time.

I passionately believe that literature is something that everyone should have the chance to enjoy. This was my main reason for participating in the Reading Recovery scheme at my school. Having enjoyed this work, I chose to spend a week during the summer holidays volunteering in the Amber Valley Autistic Outreach scheme. My level of confidence has risen dramatically since I took part in this scheme, which was both challenging and rewarding. I was fortunate enough to be offered a week of work experience at Scarthin's in Cromford, a large bookshop specialising in second hand and antiquarian books. Being surrounded by first editions and rare manuscripts all day was of course heaven for any prospective English student and during my time there I was given the opportunity to help develop the shop's I.T. system. This experience helped me to improve my interpersonal skills and widen my knowledge of the book industry.

I love music and have played electric guitar in a local band as well as learning classical Spanish guitar. My job as a coffee shop assistant has helped to teach me the valuable skill of time management, as well as giving me a little financial independence.

I have chosen to apply for English at university because I have a genuine love for literature. I feel confident that a degree course would only increase my enthusiasm for the subject.

Speech Therapy

My inspiration for wanting to follow a career in Speech and Language Therapy is Roger. A man with severe learning difficulties, who lives next door to my grandmother. I have known Roger since I was a little girl and often visit him. When I go round I help him with puzzles, I read to him, play shops with pretend money, which is his favourite as he loves counting it. He finds it very hard to communicate, but with patience, and understanding, he lets you know what he wants, which is a very rewarding experience.

I was lucky enough to carry out my work experience at an adult learning centre. I participated in the lessons and helped the students read and write, as well as having great fun with them at lunch time. I felt so passionate for every student that I was involved with, and made some amazing friends throughout the week. I enjoyed myself so much that I decided to carry on going after my work placement to help with the drama group. I felt privileged to be part of it.

I have carried out work experience at Pottery Primary School assisting the speech and language therapists. I observed them working one to one with students and also in the classes. It was an uplifting experience as I got to see what I will hopefully be doing in a few years time. The Speech and Language Therapists invited me back and I will definitely take up their offer. In AS, I took English Literature, Psychology, Sociology and Art Design, at A2, I am continuing with English Literature, Psychology and Sociology. I especially enjoy psychology as I have a real personal interest in the subject. I like the way it explores psychologist's theories and there is always more than one point of view. I have enrolled at a nearby college on a Communication Tactics with Deaf People Course, whereby I take an exam involving a one to one conversation with a deaf person, on successfully completing this I will gain a certificate, before moving on to the British Sign Language Level 1 course.

I find the combination of studying three subjects at school, and my sign language course quite challenging, but with determination to fulfill my desire to work in speech and language, I have learned to organise my time and work load accordingly, meeting my deadlines as well as enjoying all of my subjects.

I have a part time job working at a local bakery, where I supervise on Saturdays, at the end of the day I have to check the shop is left clean and tidy, and I set the alarm and lock up ready for Monday morning. I enjoy my job, I like being part of a team and working together to make sure the shop is being run correctly, I don't mind working on my own, when it is my colleagues lunch time. I find it very rewarding meeting and chatting to the different types of people who come and go throughout the day.

During my period at school, I have completed my Duke of Edinburgh Bronze Award. I achieved this by working in a home for the elderly, completing a computer course, jogging, and a five day expedition camping out, and orienteering. This was a great experience, that I thoroughly enjoyed. Given the chance I would like to complete the Silver Award.

I have carried out research into the course offered, and it would be really fulfilling to continue my education at your university. I am a committed hard working student, and will put my heart and soul into helping the people of this world communicate better. I know I can make a total commitment to the course, if I am accepted to your university

Education

I have experienced many inspirational teachers during my primary and secondary school years; consequently I want to provide young individuals with a positive, exciting and creative educational experience. I believe today's education system offers a challenging, rewarding and inspiring career, which I would love to be a part of. Children have many attributes, which I find interesting and intriguing. I feel I have an instant rapport with children, and my caring and patient nature enhances my ability to understand their individual needs.

My experiences with children have been numerous and varied, but always enjoyable. Three years ago I had my first work experience in a primary school; since then my ambition to be a primary teacher has been confirmed. As a result my subject choices, part time work and interests have been dedicated towards being a teacher. I have been involved in three summer schools. During this time my interactive and communication skills with children have flourished, also providing me with an exceptionally rewarding experience. The voluntary work I have been involved in has given me a new perspective of children's reading skills. I took part in a 'Reading Recovery' scheme, where I helped a year seven student with reading difficulties. It was really pleasing to see a child's reading confidence thrive to such an extreme extent, that her reading skills had developed beyond the average expected of her age group. My voluntary work experience has been in various primary schools: a catholic school, a village school and a town school, giving me a broad perspective of schools, teaching and learning. Currently, I am working once a week in a local primary school with a year two class where I am learning new skills and techniques, which is undoubtedly boosting my confidence and personal qualities.

All my A-level subject choices are enjoyable, especially English Literature and History. English Literature has developed my enthusiasm for reading, writing and communicating. The diversity of the curriculum in History has been fascinating to study.

I intend to explore the world in my gap year, which will bring valuable insights and experiences to university and my teaching career. My gap year plans are structured, so that I will be able to gain a variety of experiences, which will make me an enriched individual. I want my gap year to be an independent, maturing and learning experience. I shall spend four months (September to December 2006) working in order to earn money for my travel. Between January and March I am determined to encounter as many cultures, countries and languages as possible. This will extend my knowledge about the world, its people and various lifestyles, consequently enabling me to become a more rounded and well-informed individual. In March I aim to do a TEFL course, whereby I will work as a volunteer abroad teaching English. This will develop my skills by gaining an important insight into schools and the world. Thus, when I start university in September 2007 I will be even more enthusiastic, dedicated and excited about teaching.

I believe that excellent teachers have to be passionate about teaching, well-organised, able communicators; team workers and most importantly to understand the needs of children. I feel I naturally have these qualities, which, once nurtured, will lead me to become a successful primary teacher.

EXAM BOARDS - GCSE/BTEC – USE YOUR CERTIFICATES TO COMPLETE THE TABLE

SUBJECT	EXAM BOARD
ADDITIONAL SCIENCE	
ART (FINE ART)	
ART (Short course)	
ART DESIGN	
CATERING	
CATERING (ENTRY LEVEL)	
COMPUTING	
DESIGN 3D	
DESIGN ELECTRON PROD	
DESIGN FOOD TECH	
DESIGN GRAPHICS	
DESIGN RESISTANT MATERIALS	
DESIGN TEXTILES	
DRAMA	
ENGLISH	
ENGLISH LIT	
FRENCH	
GERMAN	
GEOGRAPHY	
HISTORY	
HUMANITIES	
APPLIED ICT	
MATHEMATICS	
MEDIA	
MUSIC	
PHYSICAL EDUCATION	
RELIGIOUS EDUCATION (short course)	
SCIENCE	
SCIENCE BTEC	
SOCIOLOGY	
SPANISH	

EXAM BOARDS - A/AS/AVCE/BTEC

SUBJECT	EXAM BOARD
ART - Fine	
ART – Graphic Design	
BIOLOGY	
BUSINESS (APPLIED)	
CHEMISTRY	
DRAMA AND THEATRE STUDIES	
ECONOMICS	
ENGLISH LANGUAGE	
ENGLISH LITERATURE	
FRENCH	
GEOGRAPHY	
GERMAN	
GOVERNMENT & POLITICS	
HEALTH & SOCIAL CARE	
HISTORY	
INFORMATION TECHNOLOGY - BTEC	
MATHEMATICS	
MATHEMATICS – FURTHER	
MEDIA	
MUSIC	
PHILOSOPHY & ETHICS	
PHYSICAL EDUCATION	
PHYSICS	
PRODUCT DESIGN - GRAPHICS	
PSYCHOLOGY	
SOCIOLOGY	
SPANISH	

UCAS APPLICATION STEPS

1. Ask subject teachers for your likely grades at the end of Yr 13.
2. Calculate your UCAS points from these grades – see UCAS Tariff
3. Do your university research. Get help from the Year Office and The Connexions Personal Advisor.
4. Register on-line. **USE The BUZZWORD, MAKE A NOTE OF YOUR USERNAME, PASSWORD AND SECURITY ANSWER**
5. Check that the grades given to your tutor by your subject teachers are good enough for the courses you're applying for
6. Complete your research
7. Ask your subject teachers to write a subject reference for you.
8. Work with your Group Tutor to devise your personal statement
9. Complete your on-line application form and personal statement. DO NOT 'SEND TO REFEREE' at this stage
10. Print out a copy of your application form and show it to your tutor. Discuss any amendments and request your tutor reference
11. If necessary, go on-line and make any changes that are suggested then see your tutor again to agree your form and personal statement are correct and complete
12. Ask to read the tutor reference with your tutor and check all grades and subjects are present and correct
13. **When your tutor signs the UCAS ready to go slip then it comes to the Head of Sixth Form in order for us to attach the reference and send to UCAS.**
14. Go on-line and send your application to referee (it comes to the Year Office). You will need to pay the registration fee - approx £25 by credit or debit card approx £15 if only one choice used
15. The Year Office attach your reference and send the form to UCAS
16. You can check the progress of your application through UCAS Track
17. A letter will be sent to your home indicating that you have completed your UCAS application
18. You may be invited to attend for interview. If you are and you are concerned, ask in the year office for help with interview techniques etc.
19. You will receive conditional offers, or rejections
20. Once you have all your offers or rejections, you have to choose one firm acceptance and, if you wish, one insurance acceptance
21. **BEWARE! If you do not confirm your firm (and insurance) offers by the deadline date, it is assumed you have declined ALL your offers – in other words, you lose your place.**

22. If you get the grades required by your firm acceptance, you are committed to going to your firm place
23. If you don't get the grades for your firm acceptance but do get the grades for your insurance acceptance, you are committed to going to your insurance place
24. If you have no place by March or April, you will enter the UCASEXTRA system which gives you a series of extra chances to apply to other courses
25. If you still don't have a place come results day, you can enter the CLEARING system.

ROUTE B APPLICATIONS FOR ART & DESIGN

Check with the Year Office if you are in any doubt about Route A and Route B applications for Art & Design. (Route B course codes start with the letter E).

ADDITIONAL TESTS FOR HIGHER EDUCATION

You may need to sit an additional admissions test - Refer to <https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/admissions-tests>

Hepatitis B

If applying for medicine, veterinary, dentistry or other health-related courses you may need immunization. Check with the university.

TUITION FEES AND STUDENT LOANS

Changes to student finance from 2012 - please be aware that figures below are indicative and are subject to annual change:

It all changed in 2012, some of the key issues are outlined below. Students currently considering University should be aware of the implications.

- The Government is making substantial cuts to university budgets and, as a result, is allowing the Universities to introduce higher annual [Tuition Fees](#).
- Most Fees are likely to be £6,000 or more, a few less than £6,000 and some as high as £9,000 (this compares with a single fee for 2011 entry of £3,375).
- A University can charge different fees for different courses and they are likely to do so.
- It will be up to a University to decide what fees it charges for the courses it offers.
- But Universities wanting to charge more than £6,000 will have to make a commitment to spend some of the additional income in promoting wider participation and fair access for applicants from underprivileged backgrounds and also provide evidence of good student satisfaction, retention and success.

So, applicants planning to go to Universities should know well in advance what fees are going to be charged for their chosen courses.

Funding your living (or maintenance) costs - If you come from England

- You apply to Student Finance England for a means-tested **Maintenance Loan**.
- The maximum maintenance loan for new students starting from 1 September 2016 was £10,702 if you live away from home and study in London; £8,200 if you live away from home and study outside London; £6,904 if you live at home; £9,391 if you are living and studying abroad for at least one term as part of your course. (If you apply for a non-means tested loan the amounts are lower.)
- This loan is paid into your bank account at the start of each term, once you've registered on your course. Note that the amount of maintenance grant that you get will affect the amount of maintenance loan you can borrow.
- You may be able to get a bursary, scholarship or award directly from your university or college.
- Further support may be available to certain categories of students such as lone parents, those with dependants and those leaving care to enter higher education.
- Extra help is also available to those who have a disability, learning difficulty or mental health problem.
- For new students, the deadline date for applications to Student Finance England to guarantee that funds are in place for the beginning of the academic year is the end of May.

The latest you can apply is nine months after the first day of the academic year of your course, around 31 May.

- Bursaries and scholarships do not have to be paid back.
- Loan repayments begin after you have finished your course. You repay 9% of your income above £21,000.
- **Non-repayable grants**
 - Available to help with living costs such as food, accommodation and travel
 - If your household income is up to £25,000 you will be entitled to a full grant, of £3,387, which you won't have to pay back.
 - If your household income is between £25,000 and £42,600 you would be entitled to a grant of between £50 and £3,387 which you won't have to pay back.
- **National Scholarship Programme**
 - Was introduced in 2012 to help people from lower income households.
 - Details will be available on UCAS and university websites
- **How loan repayments are expected to work**
 - You only start to pay back when you are earning over £21,000 a year
 - You repay 9% of your income above £21,000. So for example, if your salary was £25,000, the 9% would only apply to £4,000, meaning you would repay £30 per month.
 - The table below shows some salaries and typical repayments.
 - If your salary falls below £21,000 your repayments stop– for example if you take a career break or are unemployed. Repayments only start again when you earn over £21,000.
 - Loan repayments will be deducted from your salary, normally through PAYE.
 - If you have not repaid your loan after 30 years it is written off.

Salary	Amount of salary from which 9% will be deducted	Monthly repayment
£25,000	£4,000	£30.00
£30,000	£9,000	£67.50
£35,000	£14,000	£105.00
£40,000	£19,000	£142.50
£45,000	£24,000	£180.00
£50,000	£29,000	£217.50

£55,000	£34,000	£255.00
£60,000	£39,000	£292.50

Rates of interest

The government's plans are that:

- o Interest on your loan will be applied at inflation (RPI – Retail Price Index) plus 3% while you are studying, and up until the April after you leave university.
- o From the April after you leave university if you are earning below £21,000, interest will be applied at the rate of inflation - subject to change.
- o For graduates earning between £21,000 and £41,000 interest will be applied between RPI and RPI + 3% on a gradual scale depending on income.
- o For graduates earning above £41,000, interest will be applied at RPI + 3%.
- It is likely that early repayment penalties will be put in place to discourage graduates to buy themselves out of the repayment system.

Good news for part-time students. For the first time, they will be entitled to a tuition fee loan so long as they are studying for at least 25% of their time but they will not be entitled to maintenance support.

Bursaries

You may be able to get extra help through a bursary - extra financial help from your university or college. Bursaries can be provided in a variety of ways - for example, as payments into your bank account or a discount on accommodation costs.

You don't have to pay bursaries back.

Publicly-funded universities charging full tuition fees have to give you a bursary if you're getting the full Maintenance Grant or Special Support Grant.

Many universities and colleges are offering considerably more than the minimum: in 2014/15 the typical bursary for a student receiving the full Maintenance Grant on a course charging the full £3,070 tuition fee was £1,000.

Scholarships and awards

A new [National Scholarships Programme](#) will benefit potential students from poor backgrounds by offering, for example, free first or foundation year tuition.

Some universities and colleges offer scholarships. These can be based on your income, your A level results or on other criteria – check what's available.

There are also some charities and educational trusts which may be willing to award you extra financial help.

You won't have to pay back any money you get through a bursary, scholarship or award.

How to find out more about financial aspects of HE

www.studentfinancedirect.co.uk

www.direct.gov.uk

Don't forget to apply for your UCAS card online for great student discounts and information about HE