



UCAS - 'Getting started' ...

All sixth formers are expected to make an application to UCAS, even if this is only ever to be plan B. In exceptional cases instead of UCAS students might pursue 'apprenticeships' only. Most of the instructions below still apply (especially no 1 and 4!), but instead of the 'universities' tool select 'apprenticeship' Competencies and a personal statement can still be completed, and additional work can be done on CVs, using the 'CV builder' tool.

1. **Log into unifrog – start 'competencies'** (these are the key skills you will need to eventually write about your personal statements (do not start the personal statements just yet)
2. Once 'competencies' are completed move onto **choosing universities (this is the long list)**

Important – you need to have aspirational choices (above your expected grades), safe ones (in line with what you believe can be achieved) and reserves (below your expected grades) in the 3 columns on the 'universities' tool. If you need help targeting what your expected grades are likely to be your tutor can help guide you through this section. We have experienced students applying for all 5 universities with very similar grade requirements – this is a dangerous strategy and should be avoided. Always have a plan A, plan B and maybe C!

3. Once you have created a long list (don't forget to use the various filters to help you target the best 5) you then need to get this down to a **short list of 5 universities**

You then need to generate a pdf soft copy of the universities information and begin doing **research** on courses, open days etc using the links in the document, or google. This will help to acquaint yourselves with course details, and be able to prepare appropriate personal statements / prepare for possible interviews.

4. Begin **personal statements** using the 'personal statement' tool (by the end of term we will be registered with UCAS2018 and I'll fwd. log on details)

As well as using the help section on unifrog the UCAS website has excellent resources.

See document on the school's website called preparing for the future, at <http://www.maltonschool.org/sixth-form/preparing-future-university-work/>

Visit UCAS, at

<https://www.ucas.com/connect/videos/ucas?v=/personal-statements-finding-formula>

...for a video explaining personal statements, and other material.



The Sixth Form

at Malton School