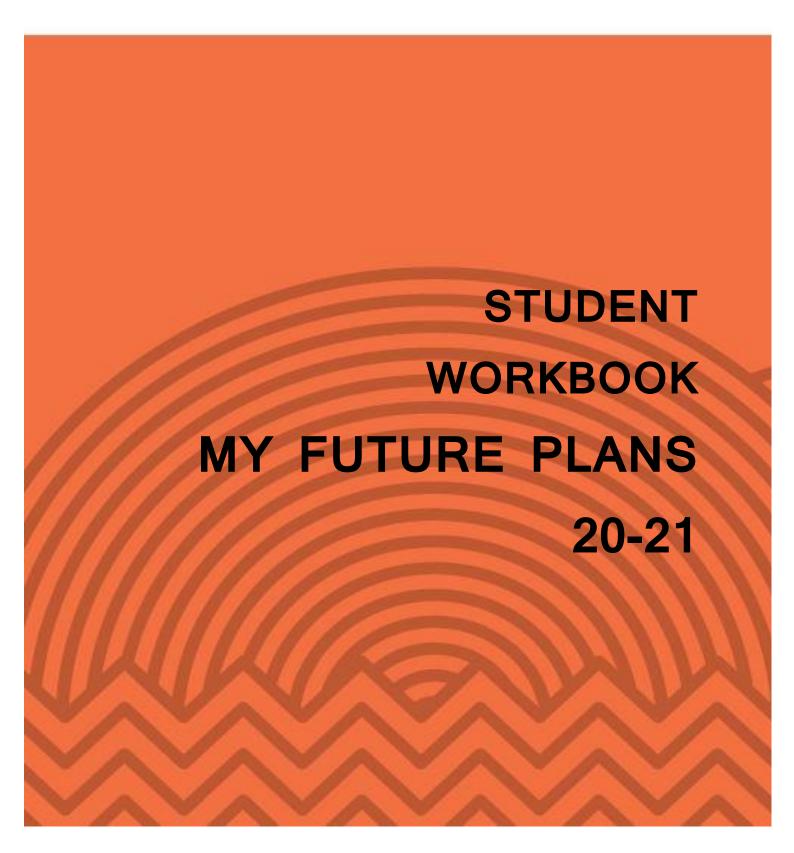
BHASVIC



Name:

Tutor:

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What am I thinking of doing after College?

This time next year you will be taking your final exams.

By then you will have already had to decide what it is you will be doing after you leave college.

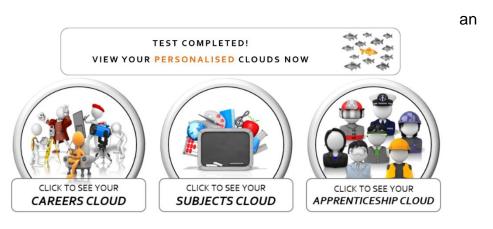
This is a big decision and one that you need to take with care and when in possession of all the facts; your Tutor or teachers will not be able to make this decision for you!



The My Future Plans project should help you research the route you prefer designed around completing activities, which will give you the SKILLS to properly research and make your choice!

Session 1: Intro & SACU quiz

The SACU Spartan test is excellent starting point for looking at your own strengths and skills to consider.



SACU

SACU (UCAS backwards): The Spartan Test is excellent for giving course and career options http://sacu-student.com/?page_id=2850

- Career Paths
- Universities and Higher Education

Username	Password	

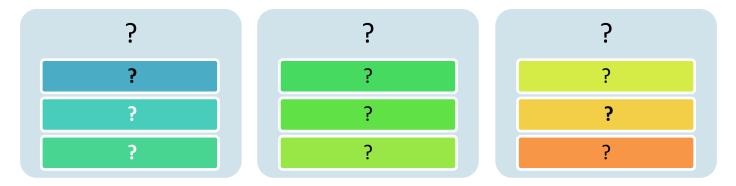
SACU Screenshots		

Session 2: Transferable Skills

You will be evidencing both Life Skills and Academic Skills when you write your CVs and Personal Statements.

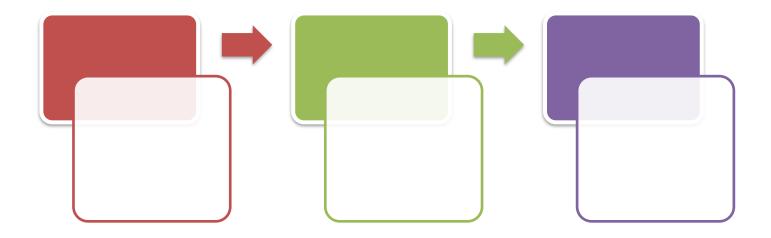
Think of your life and the activities you do and try to think of 3 skills you can evidence.

Click on the boxes below to enter in some ideas.



Academic Skills

In tutor we have looked also at academic skills. List your three subjects and what skills you may have gained studying them. You will be able to use these notes later.



Session 3: Career Paths, Apprenticeships, Volunteering

Work Skills

Use the website links to identify **10 key work skills** that are helpful to include on any CV and personal statement. Check whether you feel you have already gained these (at college or outside college) and how you might fill the gap.

Identify 10 key work skills. Check the box if you feel you can already evidence them and				
give a brief example.				
Skill	\checkmark	Evidence		
Example: Teamwork	✓	Play in a football team		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Need ideas?				

https://targetjobs.co.uk/careers-advice/career-planning/273051-the-top-10-skills-thatll-get-you-a-job-when-you-graduate

https://www.monster.co.uk/career-advice/article/what-skills-should-i-include-on-my-cv

https://www.kent.ac.uk/careers/sk/top-ten-skills.htm

How can you gain work skills?

Barclays Life Skills	There are websites that can help you can work skills. Sign up for a Barclays Work Skills account and have a browse. https://www.barclayslifeskills.com/i-want-to-gain-experience-and-build-my-network/sixth-form/ Barclays Life Skills have put together a virtual work experience module https://www.barclayslifeskills.com/i-want-virtual-work-experience/university/virtual-work-experience/
Young Enterprise	https://www.young-enterprise.org.uk/about-us/young-enterprise-by-region/south-east/
Young Start-Up talent	http://youngstartuptalent.co.uk/about/

Career Paths & Ideas

UCAS Ideas:	For students that have no idea about what university course to study at degree, a good starting point is https://www.ucas.com/ucas/undergraduate/getting-started/what-study
Higher Ideas	The 'Higher Ideas' site can also help. It's on the VLE: VLE > Student Services > Careers > Help with Decision Making. Select the Ideas Generator and enter your current A-level subjects / interests to get some ideas on possible degree options.
SACU	SACU (UCAS backwards): The Spartan Test is excellent for giving course and career options http://sacu-student.com/?page_id=2850
HEAP Online	HEAP Online is excellent as all the university course choices are grouped together in UCAS points, not alphabetically. Go to VLE > Student Services > Careers and Next Steps > Help with Decision Making for access to the site and instructions on how to log in.
Careers Advice	This guide provides a good overview of how to support young people making career choices http://www.careersadviceforparents.org/p/choosing-career-paths.html
National Careers Service	The National Careers Service has a good overview of different job profiles which includes their entry requirements and training paths, duties and hours of work: https://nationalcareersservice.direct.gov.uk/home
Career Videos	Explore career videos: http://icould.com/

Career Planner	Career Planner Questionnaire: https://www.prospects.ac.uk/planner
Career Sectors	Target Careers has information by sector and a parents section of the website https://targetcareers.co.uk/
Careers	Plotr has information on a wide range of careers http://www.plotr.co.uk/
Carers, Education and student life	https://www.brightknowledge.org/
Range of options if you are not going to Uni	http://www.notgoingtouni.co.uk/
Exploring options	https://successatschool.org/

Apprenticeships

What are the benefits of an apprenticeship?

Need help?

http://www.thebigchoice.com/School_College_Leavers/Advice/Benefits_Of_An_Apprenticeship.html

Name 4

- 1.
- 2.
- 3.
- 4.

What qualifications can you gain through an apprenticeship?

They generally fall into 4 categories. What are they?

https://www.ucas.com/ucas/16-18-choices/search-and-apply/post-16-apprenticeships

- 1.
- 2.
- 3.

4.

National Apprenticeship Service	The National Apprenticeship Service page is the main site for researching vacancies and making applications https://www.gov.uk/apply-apprenticeship
Degree Apprenticeships	Lots of info online http://careerpilot.org.uk/info/working-and-learning,-including-/new-degree-apprenticeships-from-/
Love Apprenticeship	Love Apprenticeship is another good website on apprenticeships providing vacancies and advice http://www.loveapprenticeship.com/jobs/performing-arts-broadcast-and-media/east-sussex/#browsing
National Apprenticeship Service	The latest apprenticeship campaign from the National Apprenticeship Service - find out more: https://www.getingofar.gov.uk/
Apprenticeship Guide	The Apprenticeship Guide is a one-stop-shop for anyone looking to find out more about apprenticeships and offers a whole host of information to help college leavers make the right career choice. http://www.apprenticeshipguide.co.uk/
Apprenticeship Support and Knowledge for Schools	The Apprenticeship Support and Knowledge for Schools project has been commissioned by the National Apprenticeship Service, part of the Skills Funding Agency (SFA), to support the Government's target of achieving 3 million apprenticeship starts by 2020. http://amazingapprenticeships.com/
Amazing Apprenticeships	News Articles from Amazing Apprenticeships http://amazingapprenticeships.com/wp-content/uploads/Top-100-final-small.pdf
Rate my apprenticeship	Rate my apprenticeship has reviews of employers and national database of vacancies https://www.ratemyapprenticeship.co.uk/

Graduate Jobs

Prospects	Explore jobs related to different degrees through Prospects
	https://www.prospects.ac.uk/
OCR Careers	OCR Careers page for learners and parents http://www.ocr.org.uk/ocr-for/learners-and-parents/careers/
London taster courses	Careers websites offering information on a range of options https://www.brightknowledge.org/ https://successatschool.org/
What can I do with my degree?	https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree
What degree for what career?	https://targetcareers.co.uk/careers-advice/choices-about-uni/242-which-degree-do-you-need-for-which-career#specific

Earn as you learn - My Pocket Skill

Tutoring, dog walking? Register and assign up to offer a skill

https://marketplace.mypocketskill.com/

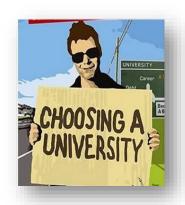
Volunteering

A really good way to enhance your CVs or Personal statement is by volunteering.

Can you think of any good examples of volunteering opportunities?		
You may already volunteer – coaching?		
Prospect	https://do-it.org/	
OCR Careers	http://www.communitybase.org/volunteers	
London taster courses	http://www.bhcommunityworks.org.uk/volunteering/looking-volunteer/	

Session 4: University Research

- Some of you will not yet know what sort of Higher Education course you wish to study, let alone where you might want to study it. This is fine. The purpose of this session is that when you do decide, you will know how to look for a course and how to compare courses to choose the best one for you.
- Of course, those of you who do know what you want to study can start looking for your precise course; this will give you a huge head start in your application.
- There are a huge number of courses to choose from and you will be spending 3 or 4 years at University so it is really important to spend time researching the place and the course to make sure that you like it.



Researching University Courses

It takes time!

You don't have to stick to a degree in "English" or "History" or "Mathematics". What about "American Studies", "Medieval Languages" or the "Philosophy of Mathematics"? Too many students limit their choices by sticking to "traditional" subject titles – there is much more to it than that!

By completing this workbook you will have the skills to properly research your courses. Obviously, if you know the sort of course you want, or even the broad area of study you are interested in, then it makes sense to research those courses. If you still have no idea just choose a course at random – remember at this early stage it is the skills we are interested in, not your final decision which could be months away.

Sources of information - How to read them

When reading any information about a university or course, ensure:

- · you are aware of who is putting forward the information
- you get advice from many different sources
- you go to the university and speak to people within the department
- compare courses at different universities.

Choosing a Course - What is important to you?

What grades do	Pick a university website. Ideally somewhere you might be interested in.
you need?	Or try https://www.theuniguide.co.uk/
	Find a course. Look at the entry requirements – what are the entry requirements for A levels and BTEC?
	Course
	Entry Requirements
Grades and Tariff	Do you know what your grades will be equal to pointwise?
points	Try this http://www.universityfinder.org.uk/ucas-points-calculator.html
	What are your likely Grades?
	What are your likely tariff points?
Lecture time / independent study	How much time will you spend at Uni? Find a university website and course and the contact hours you are likely to spend at uni.
	Search for a course and can you find the three different types of how you will spend your time? Hint – click on the course title – not University
	1. 2.
	3.
Assessment exams/ coursework	How will your work be assessed during your course? See university website information about courses: https://www.brighton.ac.uk/courses/study/marketing-management-bsc-hons.aspx
	Search for a course and can you find the criteria for three different types of assessment?
	1. 2. 3.
University Ranking?	Using Whatuni: https://www.whatuni.com/

	Can you find the university ranking for physics at Swansea? What other factors can we find information on? List 3 1. 2.		
	3. Students receiving offers?		
Professional qualifications?	Browse https://www.prospects.ac.uk/postgraduate-study/professional-courses		
	Give three examples of professional qualifications that could be gained while studying a degree. 1. 2. 3.		
Work placements offered?	Most universities will offer work placements. Check out http://www.sheffield.ac.uk/placements for example		
Studying in Scotland	Degrees studied in Scotland tend to be more modular and main subjects are not studied until the second year. http://www.studyinscotland.org/find-a-university/		

Choosing a University - What is important to you?

Uni websites and prospectuses provide more detailed info about the course and what it is like to study there. Speak to admissions staff to find out more about offers and alternative offers that may be available. Also ask about outreach programmes, summer schools and masterclasses provided. These could provide info & advice to support your decision.

Prospectuses	University Prospectus Finder: Order 10 free copies to be sent to your home address. http://www.prospectusfinder.co.uk
Opinions of students	There is lots of information online from students currently studying at uni. This is a great place to start. https://www.thestudentroom.co.uk/wiki/Choosing_a_University Can you see the student forums? Find out about
	 Location - city or rural? Cost of tuition / living? Clubs/enrichment/social life/sports? Facilities?

	 Scholarships and bursaries? First generation scholars scheme/ WP /student support? Cost of travel and books?
League Tables for Unis	Use league tables carefully. Check out https://www.thecompleteuniversityguide.co.uk/league-tables/
	What are the top 3 universities in terms of student satisfaction?
	1. 2. 3.
Living Costs	You might want to consider how much it costs to live in different areas of the country. This can make a big difference to the need to work while you are studying.
	Check out this article http://www.telegraph.co.uk/finance/personalfinance/household-
	bills/11033327/The-cheapest-and-most-expensive-universities-for-living-costs.html
	What is roughly the most expensive?
	And the least expensive uni?
Travel from home?	It is not always the distance that matters but the journey. Some trains run direct routes locally (for example Bristol and York)
	Use https://www.thetrainline.com/ If you have a couple of universities in mind check out the time to travel and the cost
	Time
	Time Cost
	Or check out coaches http://www.nationalexpress.com/home.aspx
Student Finance Advice	Check out https://www.which.co.uk/money/university-and-student-finance?utm_source=whichcouk&utm_medium=email&utm_campaign=teachers050 220
Study abroad?	Many universities offer the chance to study or work abroad for a year.
	Check out http://www.sussex.ac.uk/study/undergraduate/study-abroad

Interview or	You may need an interview for a degree course.
portfolio	Name there are no server with the interviewed for
needed?	Name three courses you might be interviewed for
	1.
	2.
	3.
Foundation year available?	The UCAS website is great for looking at potential foundation degrees which generally offer lower entry (Sussex is CCC)
	https://www.ucas.com/
	Try looking at undergraduate sports courses and with foundation years. What is the typical offer?
Subject league Tables	Which Universities excel in what subjects?
	https://www.theguardian.com/education/universityguide
Accommodation	Unistats is a great website you can use to compare courses
- costs?	https://unistats.direct.gov.uk/Compare-Courses
	Remember experiences for each course will be different for each person and differ year on year.
	Some info (such as student satisfaction & employment outcomes) are
	retrospective and may not show what it will be like for you
	• Do not give too much credence to small differences between courses,
	particularly if there are only a few students on the course.
	• Sometimes there are no data, but that should not have a bearing on your student's view of the quality of the course.
	The entry profile represents all qualifications and is not wholly
	representative of the grades students may need to get in.
	Search a course at three different universities and find the differences in accommodation costs
	1.
	2
	3.
Do they offer scholarships and	Many universities offer financial incentives for you to study there Check out http://www.thescholarshiphub.org.uk/
bursaries	

Open days

Open days can give you a real sense of what it would be like to live and study at a particular university.

- Book a place these can be very popular events.
- Plan the day there can be a lot of activities to fit in.
- Ask questions, speak to student ambassadors, academic staff and professional staff to find out more about life at university.
- Go to subject talks and activities.
- Take a look at the accommodation.
- Explore the campus and the town or city.
- · Write a list of questions to ask and take it with you.



r	
Open days	Open days are crucial in helping you make a decision as to whether you might like to spend three years (or more) study at a particular university
	Check out University Open Days visit
	http://www.opendays.com/ or
	https:/www.ucas.com/events/exploring-university/find-open-day%20
	You usually have to book in advance What are the open days for any university you might be interested in
	UniversityDate
	University Date
Open day questions	You might be travelling a long way to visit a uni.
	Check out our University VLE page which will help you organise questions in advance.

	Give three examples of questions for your subject area. 1. 2. 3.
Funding for Open days	If you are a WP student you may be entitled to funding from college to visit an Open day. Some universities also offer funding. Can you check out any of your choices and see if they offer to fund open days. Don't forget admissions officers at university are there to help and you could give them a call and ask if you feel you may be entitled.
Open Day Apps	Check out your uni choices to see if they have any Open day Apps you can download onto your phone.

WhatUni

Research tools to help you with your choices

 Student Services: Browse through prospectuses and literature for some of our most popular destinations



- WhatUni: Sign up for a free account at WhatUni. It will help you browse courses and look at future options. Find it here https://www.whatuni.com/
- You will be starting in 2019 if thinking of going straight to uni after college or 2020 if thinking of a gap year.
- Write down your user name and password here to remind you.

Password

App tools	There are many mobile friendly Uni search tools online such as
	coursematch https://www.coursematch.io/

Space for your own notes

Three universities that are	in the loca	tion where I am thinking of studying are:
University	Reasons	
- China Construction of the Construction of th	Ittoucono	
A possible cours	e at one of t	hese universities that I might think about is:
Course	Reasons	
A broad area that I want to courses are:	study in is	and some interesting
Course		Where is it?

The course I want to do and the Universities I want to do it at are:		
Course	University	Points/grades required
		-

My Future Plans

Session 5: Types of Degrees, Taster Days, Summer Schools, FE & Art Foundation

Types of degrees

Where you start on these pages will depend on your personal position. Look at the box below and see which description most relates to you:

Qualifications	A levels and BTECs are level 3. Level 4 are those at degree level.
	Click on the link here and name 3 different qualifications at level 4 level. https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels 1. 2. 3.
WhatUni	Use WhatUni to search for combinations of degrees that you may be interested in. You should find lots of ideas down the side panel. Single Degree
	Joint Degree Multidisciplinary?
	Major with a minor
Sponsored Degrees	The Scholarship Hub provides information on finance, funding and http://www.thescholarshiphub.org.uk/blog/sponsored-degrees-uk Register and search their database for sponsored degree opportunities. Make notes of any that interest you. Or copy and paste the links and information here.
Higher Degrees and Degree Apprenticeships	UCAS Guide to higher and degree apprenticeships https://www.ucas.com/alternatives/apprenticeships/apprenticeships- england/what-apprenticeships-are-available/degree-apprenticeships

Informed choices	It important you are able to make informed choices when applying. If you are applying to a 'top' university some course will expect at least two facilitating subjects. Read through the section and can you name 3 examples. http://russellgroup.ac.uk/for-students/school-and-college-in-the-uk/subject-choices-at-school-and-college/
	1. 2. 3.
	Don't panic if you are not studying two facilitating subjects – ring the university admissions office and ask them.

University Taster Courses

University Taster courses can be a good way to experience the academic and social life at university before completing an application

Prospectuses	Search on the UCAS site for possible taster courses. You may well have to apply quickly. https://www.ucas.com/events/exploring-university/learn-about-uni-taster-course Copy and paste any interesting links here.
London taster courses	Check out London taster courses http://www.london.ac.uk/5197.html
League Tables for Unis	Register for taster courses alerts for the subject areas you are interested in. https://www.unitasterdays.com/
Living Costs	Another useful site. Explore and look for interesting events. http://mystudentevents.com/ Copy and paste any interesting links here.



Further Education

Local Colleges	You may wish to look at other local colleges:	
	Have a look at local options.	
Adult education providers.	Check out more local providers.	
More local colleges	Also take time to look at other local options.	

Art Foundation

Do not forget that Art Foundation courses are run by colleges around the country. Brighton Met and Northbrook are our most popular choices.

Check out our VLE page on Visual Arts applications – there is loads of excellent information to help you. https://bhasvle.bhasvic.ac.uk/course/view.php?id=77

Local colleges	Interested in an art foundation?	
	When do you need to apply by?	
	How do you apply?	

Short Courses

As an alternative you may want to explore the ranges of short courses and distance learning available.

Free Online courses	Free online courses from Universities and a variety of providers.	
	https://www.futurelearn.com	
More free Online		
courses	https://www.khanacademy.org/	
Free learning		
from the open	http://www.open.edu/openlearn/free-courses	
University		
Learn coding for	Into computing and coding?	
free	https://www.codecademy.com/	
Open University	Get a degree and work - distance learning higher education courses	
	http://www.open.ac.uk/	

Work Placements

Work Placements at Uni for a term or year are a great way to gain experience in your chosen career.

What might be the advantages of taking on a work placement through your unit	iversity
degree?	

- 1.
- 2.
- 3.
- 4.

Struggling to think of any? Try

http://www.thebigchoice.com/Placements/Advice/Benefits_of_a_Work_Placement.html

What might be the benefits for employers?

And universities?

https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/work-placements

Have you got particular universities in mind.

What work placements might they offer and where?

- 1.
- 2.
- 3.

Check out

http://www.total	professions.com/	/university-students/work-placements
	procession,	dinitolony ordinomic, monte placemine

Particularly useful section on sector-specific graduate schemes

Lots of ideas for students and gap year schemes

http://www.studentladder.co.uk/work-placements.html

Course	University	Points/grades required

Session 6: Studying Abroad, Gap Years

Study Abroad

"Rising costs in the UK are leading to a boom in applications from UK students to universities' overseas," BBC.



Many degrees offer students a chance to study abroad, for example most foreign languages courses will include a year abroad, as will American Studies courses.

However, increasingly, UK students are considering studying all of their degree abroad. This is largely due to the fact that the increase in fees for UK universities has meant students are looking abroad for possibly better value courses or a new and now affordable experience.

Harvard University

Think about studying abroad; what are the advantages?

As you can see there are a lot of good reasons to consider studying abroad. But there are other things you need to consider.....

What might be the problems with applying to an international university and studying abroad?

We can help provide you with a lot of information about this route and we can pass on the advice and guidance based on the experience of previous students who have applied to study abroad.

However, because each country is slightly different in what it wants from an application, you must be prepared to take responsibility for your own route through the various application processes. This will include:

- The timings of the application process
- The requirements in terms of personal statements, grades etc.
- Studying for and sitting any required tests, such as the USA's crucial SAT tests
- Thinking about money, working out the full costs and how you will fund your studies

Key resources:

Degrees in Europe	http://www.eunicas.co.uk/	
Study Abroad	https://www.studyabroad.com/	
Study Abroad	http://www.studyoverseas.com/	
Info about university rankings	https://www.topuniversities.com/	
Study in Holland	http://studyinholland.co.uk/	
USA Applications	http://www.fulbright.org.uk/	
Australia & New Zealand	http://www.studyoptions.com/	
Canada	http://www.educanada.ca/	

What might be the advantages of taking the opportunity to study abroad at some time during your university degree?	
1.	ļ
2.	
3.	
4.	
5.	

6.

Struggling to think of any? Try https://www.topuniversities.com/student-info/studying-abroad-benefits

Have you got particular universities in mind.

What opportunities to study abroad might they offer and where?

1.

2.

3.

Gap Years

There is lots of useful information out there if you are thinking of a gap year.

General Advice	Lots of general good advice and information	
	http://gapadvice.org/	
	It is worth having a look at the costs.	
Work Opportunities	Really useful info on working through your gap year	
Opportunities	https://www.prospects.ac.uk/jobs-and-work-experience/gap-year	
	Star wars locations to visit on a gap year?	
Government Advice	Useful government advice	
Advice	https://www.gov.uk/guidance/gap-year-foreign-travel-advice	
	Name 2 issues to consider before travelling abroad on a gap year	
	1. 2	
More useful	https://travelaware.campaign.gov.uk/	
travel advice		
Year in Industry	Fancy a year in industry – have a look at some of the opportunities available	
real III IIIuusiry	i alicy a year in industry – have a look at some of the opportunities available	
	http://www.etrust.org.uk/the-year-in-industry	
Student forum	Great ideas from those who have taken a gap year, or are considering it with all the research done	

	http://www.thestudentroom.co.uk/search-beta/?tsr-search-query=gap+year	
Great advice on	Including a useful section on A level retakes	
gap years	https://www.studential.com/gap-year-guide	
Some excellent links to explore	Year Out Group	
mino to explore	Real Gap Experience	
BUNAC Volunteering England		
	https://www.ucas.com/ucas/undergraduate/getting-started/alternatives-higher-education/gap-years	

Checklist for University

1. A level/BTEC results

- Am I likely to come near the grades/points they are asking for?
- Do I meet the specific subject requirements for the course?

2. The course

- Does the course contain those aspects of the subject I definitely want to study and avoid those I do not want? Courses with the same course title at different universities often have very different course contents.
- □ Is the course taught and assessed in a way which suits me? Do I prefer lots of contact with the lecturers, or being left largely to my own devices? Do I prefer more course work assessment to almost total dependence on written examination assessment?
- What is the length of the course?
- How flexible is the course and how much choice do I have in what I study?
- □ Is there an opportunity for work placement as part of the course? If there is, will I have to find the placement myself or will the university find it?
- If I want sponsorship, can I get help from the university?
- Does the course lead to any professional qualifications which are recognised by the relevant professional bodies?
- What are the job prospects with a degree from this university?
- If I want to learn a foreign language do I have the opportunity?
- Are there opportunities to study part of the course abroad?

3. The University environment

- Do I want to be in a city, on the outskirts of a town or in the countryside?
- Do I require certain facilities such as a cinema, a theatre, an art gallery, a concert hall etc. to be nearby?
- How far is the university from my home? I'll need to get home sometimes for family events such as birthdays.
- How easy is it to get to the university by road or by public transport?



4. Accommodation

- Most universities guarantee first year accommodation but what do they mean by University accommodation and where exactly is it?
- If the accommodation is some way from the academic centre, how do I travel, how long does it take and how much does it cost?
- What help is there with accommodation after the first year?
- What form does the accommodation take? It can be in the 'in hall' system where meals are provided but will I find this restricting? If it is self-catering, will I starve?
- Will I have to share accommodation?

What about cooking and laundry facilities

5. Costs

- □ What is the cost of accommodation and what does it include? Do not assume that it is cheap to live in the North and expensive in the South.
- □ Will I be able to get a Saturday job if I want one to help with the finances?
- How much is it going to cost me to travel home?
- What are costs like in the Students' Union?
- What bursaries does the university offer?

6. Leisure

- □ If I'm interested in certain sports, what facilities does the university offer and are they within walking distance or ten miles away?
- Do I need to be near the sea or close to mountains to pursue my particular sporting interests?
- If I'm interested in music, can I join the orchestra or sing in the choir without being a music student?
- Are there opportunities to take up a new interest or sport and receive suitable coaching?
- □ If I'm interested in radio broadcasting or journalism, will I be able to work on the student radio or magazine?

Glossary - some definitions

Institutions

- □ **Higher Education** Course at an institution, which leads to a post advanced course qualification (E.g. Degree, Foundation Degree, Diploma in Higher Education, etc.)
- University Institution which provides primarily academic courses leading to degrees and in some cases other Higher Education qualifications (E.g. HND)
- Oxbridge The Universities of Oxford and Cambridge
- Colleges and Institutes of Higher Education A variety of institutions, which offer degrees validated by a local university.
- Campus University Style of more modern university design, where the university is situated on a green field site outside a city, has large grounds with all buildings, accommodation, lecture rooms, laboratories, Union buildings together (Surrey and Sussex are examples).
- Collegiate University A large traditional university comprising a group of colleges each of which has its own character and teaching staff (E.g. Oxford, Cambridge, Durham and York).
- College of Technology/Technical College Further Education institutions providing mostly vocational courses for full and part-time students for diploma or other certificated qualification. Some colleges also provide degree courses validated by a local university.
- Russell Group This is an association of 20 major research-intensive universities of the UK. These universities are Birmingham, Bristol, Cambridge, Cardiff, Edinburgh, Glasgow, Imperial College, King's College, Leeds, Liverpool, LSE, Manchester, Newcastle, Nottingham, Queen's (Belfast), Oxford, Sheffield, Southampton, UCL, Warwick.





Degree Structure

- Single One subject.
- Joint Two subjects studied equally.
- Combined Two or three subjects studied in varying proportions.
- Foundation/Access/Conversion Course One year course for students lacking appropriate A-level qualifications (does not necessarily guarantee progression to degree study).
- □ **Foundation Degree** These degrees were introduced in 2001 and are learning degrees delivered by further education colleges, universities and other training institutions working in partnership. Students will often study at a further or higher education college, but their degree will be validated by a university.
- □ **Modular** Self-contained units, minimum number required to be studied, mix and match.
- Vocational Directly linked to a career.
- Sandwich Practical experience included.
- Sponsorship Schemes by which some industrial and professional organisations find financial assistance for some courses. Competitive. May involve a commitment to working for the organisation
- International element Chance to study and work abroad.



COURSE ANALYSIS FORM 1

Course title			
Name of institution			
Degree/Award	Duration of Course		
Course requirements	Grades/Points		
Number of places available	Number of applicants		
FULL DESCRIPTION (OF COURSE AND ANALYSIS		
MODE OF ASSESSMENT	FACILITIES OF DEPARTMENT		
ACCOMMODATION, HALLS	OF RESIDENCE, TRAVEL, COSTS		
RECREATIONAL, SOCIAL, CULTURAL OPPORTUNITIES			
MONEY AVAILABLE IN BURSARIES OR SCHOLARSHIPS			
OP	EN DAYS		
When are they?What questions do you need to know the answers to?			

COURSE ANALYSIS FORM 2

Course title	
Name of institution	
Traine of mondion	
Degree/Award	Duration of Course
Course requirements	Grades/Points
Number of places available	Number of applicants
FULL DESCRIPTION OF COURSE AND ANALYSIS	
MODE OF ASSESSMENT	FACILITIES OF DEPARTMENT
ACCOMMADD ATION HALL C	OF DECIDENCE TRAVEL COCTO
ACCOMMODATION, HALLS OF RESIDENCE, TRAVEL, COSTS	
RECREATIONAL, SOCIAL, CULTURAL OPPORTUNITIES	
, , , , , , , , , , , , , , , , , , , ,	-
MONEY AVAILABLE IN BURSARIES OR SCHOLARSHIPS	
OPI	EN DAYS

My Future Plans

When are they?

Summer Update: Personal Statement Workbook

What questions do you need to know the answers to?

Suggested Format:

- * There is no formal structure for a personal statement, but generally...
- * 70/30 academic/skills qualities



Example structure:

- * Intro: Subject intro, how I made my decision and my interests in the subject
- * S1: Academic subjects. studies and how they relate to choice of course
- * S2: Academic subjects experience and wider interest outside the classroom
- * **S3:** What other related activities I've done and my career aspirations
- * S4: Other information about my interests, hobbies etc. related to subject and skills
 - **S5:** Conclusion. Sum up what I have to offer and why I should be chosen

Statement? Add your ideas here	

How to evidence:

- * Don't just state facts, elaborate on them to explain why they make you a fantastic candidate
- Even better if you can relate this back to the course



Paragraph by Paragraph - what to include

1. Introduction

General paragraph - why you want to study the course at Uni and why you are interested in the subject. You don't need to demonstrate skills or list experiences at this stage.

Start well

Write a strong opening sentence, making it clear why you have applied to study a particular course. Have they chosen the right subject for the right reasons?

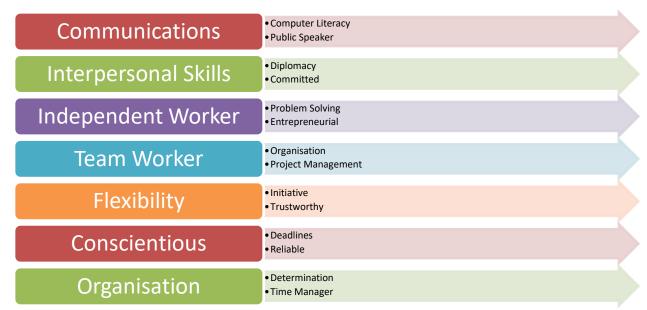
Lee Hennessy | Deputy Head Of Recruitment - Admissions At University Of Bath

2. Discuss academic experiences

Relevant subjects, how these inspire you and what you find interesting. Give specific examples of things you enjoyed studying. You don't need to discuss every subject & don't need to list subjects you're studying - these are elsewhere in your application. Remember to mention all your subjects and what skills you have gained.

Have they chosen the right subject for the right reasons?

Transferable Skills

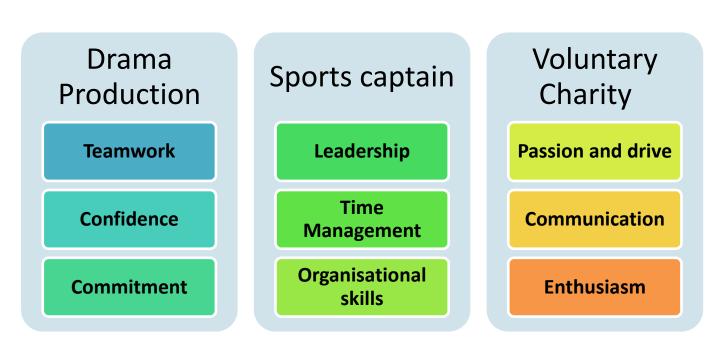




Use examples

When you are talking about your strengths and qualities, make sure you use examples to highlight your claims whenever appropriate. *Graham Hackney | Senior Student Recruitment Officer – Uclan*

Experience & Skills



Let your personality in

Personal statements should be original, not just in terms of using your own words and avoiding plagiarising someone else's work, but to make sure that what you write reflects who you are as an

Individual. Andrew Hood | Admissions Manager At University Of South Wales

2. Academic

Interest in subject outside the classroom, summer schools/open days, books read or relevant experience. Specific details of what you did and how this makes you a better/more motivated candidate are good. When discussing books avoid name dropping & discuss aspects of the book. What particular ideas raised in the book / lecture you found particularly interesting, and why.

My Future Plans	
Have they chosen the right subject for the right reasons?	
Have they chosen the right subject for the right reasons?	
Have they chosen the right subject for the right reasons?	
3. Discuss work experiences, relevant or otherwise. Focus on how experiences have helped you develop relevant skills for the course. Opportunity to show appreciation of skills course requires.	

My Future Plans
Have they chosen the right subject for the right reasons?
4. Hobbies & extra-curricular activities
Focus on skills. Sport, music and voluntary work show you are a diverse person outside the classroom. Avoid mundane hobbies like socialising with friends, playing computer games. This should be quite short section to make room for more academic sections.

Mν	Future	Plans
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5. Conclusion

The conclusion should be brief (1-2 sentences) but should summarise and reiterate your interest in the subject and your aptitude and skill for it. This is also a good place to discuss any future career aspirations, but if you don't have any then you don't need to mention it.

Write naturally

Use your own voice. Students often lack the confidence to say things the way they naturally would and end up writing a bunch of bland clichés. Reveal your personality and your own opinions in the statement, not what you think we want to read. *Chris Fuller | Schools And Colleges Liaison Officer - University Of Southampton*

Draft and Editing

* You have limited space when writing your personal statement and you should have a lot to write!

My Future Plans

- You can write up to 4,000 characters of text that shows you'd make a great student it may take a few redrafts until you're happy with it.
- * Cutting out those extra words is important and does take thought.
- * Don't forget others can check it for you don't be afraid to ask.

Personal Statement

What Universities are looking for

- * Have they chosen the right subject for the right reasons?
- * Can they survive at university level are they mature enough?
- * Do they have a range of interests and aptitudes?
- * Does the personal statement confirm their depth of interest in the subject?
- * What has the candidate studied independently?

Common Mistakes - check

- Length draft may be extremely long or too short
- * Paragraph order it needs to make sense
- * Too much time spent on hobbies/pastimes you are going to Uni to study and that should be the bulk of your statement
- Spelling, punctuation and grammar
- * Not enough interest / motivation for the subject
- Reasons for course unclear and not at the beginning
- * Transferable skills from other academic courses not highlighted e.g. essay writing skills, data handling skills, organisation, research
- * No reference to **course specific requirements** (e.g. Physiotherapy requires work experience)
- * Lots of **competition** and personal statement not as strong as others

Don't

- * Don't mention specific institutions
- Don't go mad with a thesaurus

My Future Plans

- * Don't include irrelevant information
- * Don't write in lists
- * Don't try to include everything
- Don't use quotations unless especially meaningful
- Don't use over-used clichés
- * Do limit your use of the word 'passion'!
- Don't try to be funny
- Don't use negative comments or excuses
- * Don't use irrelevant personal facts

Have you included?

- * What course do you want to study?
- * What interests you about it?
- * How well suited are you to the subject?
- * How are your current studies related to the course?
- * Are you conscientious, hardworking and committed?
- * How will you show enthusiasm for the course?
- * What hobbies, Do you have any career plans that are related?
- * Experiences and interests do you have and how are they related?

Plagiarism - beware!

- Plagiarism Google "help with my UCAS statement" and you get over 100 000 hits.
- UCAS are aware of this and now use plagiarism software to detect such things e.g. the 233
 medicine applicants whose "love of science" began when as a child they had all burned a hole in
 their pyjamas.
- If the UCAS software picks out suspected plagiarism your application is automatically rejected and you will be informed of this.

Summer Update: Writing a winning CV

What is a CV?

Your CV is your marketing document.

- Imagine you are a product and this is the sales literature you will use to tell buyers why they should buy you.
- It needs to be concise and make people want to find out more.....
- It is your tool to encourage employers to invite you for an interview
- Your CV records your skills, qualifications and relevant experiences.
- It should tell employers a little bit about the type of person you are.
- It should be factually accurate, don't be tempted to exaggerate, everything you write must be provable!
- It is okay to add a recent photo of you but not essential ideally not a selfie!

(For those who are interested, CV stands for Curriculum Vitae, which in Latin means "course of one's life" – not many recruiters understand Latin these days though! Americans tend to use the French word Résumé, which is probably more concise but either term can be used and they are more or less interchangeable when you are job hunting!)



Principles to Keep in Mind

- The employer may have hundreds of CVs to look at, make it easy for them to see how relevant you are for their job, ideally in the first ½ page.
- Remember this is a marketing document, so early on create a compelling summary of your key skills, attributes and experience, "choose me, choose me!"
- It may sound odd, but since we read from left to right, always put the most important part of
 your work experience and education first e.g. the job title and not the dates, the qualifications
 and not the college.
- Don't use lots of sentences starting "I did" or "I was", this can get boring for the reader and don't use single words or lists to describe yourself.
- Try not to insert charts & graphics, they can increase the file size of your CV and the majority of online applications are made using recruitment software that scan and save your details ready to index key words. If you embed some of your skills in graphics or tables they may not be picked up and you could reduce your chance of coming up in searches for relevant jobs. Due to this some applications will only allow you to upload .doc, .docx, .rtf or .txt files.

What Sections Should the CV Have?

Skills & Experience Summary /Profile

 This needs to be the first section so that you quickly show how you are relevant for the job and make the employer want to read on.

Work Experience (including any voluntary work)

Always put the most recent job first. This will outline the work experience you have gained so far. Usually this will be the second section as it is most relevant to the employer, the only exception to the order might be if you are applying for an academic or teaching role, then you might place Education and Qualifications here instead.

Education & Qualifications

- Personal Information
- Interests
- Contact details
- Other relevant sections as necessary

1. Profile or Skills & Experience Summary

- Make this section short, concise and as impactful as you can.
- Place your relevant experience and skills first.
- If you have no work experience yet then call this a Profile and simply mention your skills and attributes e.g. good organisation skills, good team player, good leader, very methodical, hardworking, easy to get along with, happy to pitch in wherever help is needed.
- Try not to just use single words to describe your skills, make the sentence meaningful and set a context.
- Get your friends and family to describe you using a few words; this can often help pick out the most noticeable attributes – as long as they are good ones!
 What are your key "marketing features" to an employer.

2. Work Experience

- Insert your job title, company, location and dates. Then summarise the key responsibilities that you had in this role. Try not to make it sound like a job description though!
- Pull out the things any potential employer may be looking for e.g. how you communicated with customers or suppliers, whether you use a computer/till/tools, are you responsible for other staff or a budget.
- When you are a student all types of work experience count, so include even your 1 week of work experience, plus any voluntary work you have undertaken, however short a period this may be, it will all help. You can remove this as your work experience builds.

As your work experience builds up, add in things that you have done in any job that you are
particularly proud of that will differentiate you from others e.g. winning awards, improving
something at work especially if it saves money, makes money or pleases the customers.

Note down any work experience you have, check the job advert you are applying for and pull out all the things they have listed that may be of use in the role.

3. Education & Qualifications

- Place either your highest qualification or the most relevant one first, as a student this is likely to be either A levels or GCSE's. If you are part way through your studies you should still list the subjects you are studying even if you don't have your grades yet. If you have them you can add your predicted grades.
- Ideally list your GCSE subjects together with the highest grades first and the same with your A levels, NVQ's and other types of qualifications.
- Add any courses attended where you learned a skill but did not necessarily gain a qualification e.g. First Aid, software courses (Photoshop, Powerpoint, Excel)
- If you did not gain any qualifications despite completing your studies you can still list this using wording like "Studied Biology & Chemistry to A level standard."

Use this space to list your courses and qualifications or predicted grades, don't forget you can add sporting, musical and general awards too e.g. Duke of Edinburgh, musical grades, sports awards:-

4. Personal Information & Interests

- This is where you should include all of the things that will differentiate you from others. It is the space where you can give employers a taste of the type of person you are as well as convey a few essential personal details. Things to consider adding here are:-
- Extra-curricular things you did such as mentoring younger students, prefect/head boy or girl,
 Radio Weald, school teams and clubs you were involved in. Events you organised or took part
 in for example to raise money for a charity. Awards you won, volunteering, Duke of Edinburgh,
 sporting and musical achievements,
- Interests and why you like them.
- Can you drive and do you have a car?

Give people an idea of who you are, what interests you, things that make you different from the rest of the applicants

5. Contact Details

- The biggest mistake on a CV is using up the first third of a page with your address and contact details this is not the most interesting thing about you, so move it somewhere else!
- A good place for your address, email and mobile number are in the footer of your CV, that way
 it appears on each page and it is discreet and professional.

- Make sure your email address will not put employers off and consider changing to a new one for job hunting if necessary e.g. idleboy@hotmail.co.uk or princess@gmail.com will not really set the right tone!
- If you have a blog, twitter feed, facebook page or other social media space be wary about adding this, unless it is a place you showcase your skills. Your social media sites need to be thoroughly cleansed before you consider sharing this with a potential employer. If in doubt, leave it out!

6. Other Information

This information along with the enclosed examples should be perfect to get you going but is only a guide, you can add other information such as:-

The type of role you are looking for

Referee details (people who will provide a reference!) Do not add their contact details unless you have their permission to do so otherwise they may get a call out of the blue. Always let anyone who has agreed to be a referee when you have applied for a job and given their details so that they can be prepared to answer questions about you when asked.

It is okay to have more than one version of your CV so you tailor it for a specific type of job you are interested in. Just make sure you send the right one!

Save your CV as "your name CV" so that it looks professional when you email it as an attachment.

Keep your CV updated, adding and changing things each year so that you don't forget key achievements!

Covering Letters & Emails

- Your covering letter should summarise for the employer how your skills and experience match those that they have asked for in their job advert.
- Express your interest in the role and the company without being too gushy, unless it really is your dream job! That way you show that you know about the company and have bothered to do some research.
- You should say when you could start work and what your availability for work is e.g. available from June and can work all day Friday and Saturday and afternoons or available Monday to Wednesday in school holidays.
- Finish it off on a positive note e.g. "I would love the opportunity to meet for an interview and hope to hear back from you soon"

Examples

There is nothing to stop you adding some design flair to your CV but make sure that you can save your CV as a word document as most employers will want an email version of the CV and not just a paper one. Some companies will only print on black and white ink too, so bear this in mind if you choose bold and bright colours, make sure the contrast still works if you print out in black and white.

For design ideas, especially if you are hoping to work in an arts based career Google CV designs, Pinterest also has some interesting examples too. Here are a few images to get you thinking and the more traditional ones follow in the next pages!



OLIVIA MARTIN

PROFILE

Enthusiastic, articulate and hardworking student with some great people skills and a strong sense of responsibility. Hoping to find and interesting company to work for and gain experience to build upon.

WORK EXPERIENCE

Glynde Place Dance Studios, Horsham

- Assisted instructors with both children's and ladies dance & exercise classes.
- Worked in the small shop at the studio, helping with fitting dance shoes and dancer wear, operating tills, answering phone calls and dealing with the public as well as creating window displays.

COMPUTER SKILLS

Microsoft Office Word, Excel, PowerPoint & Outlook all to proficient levels. Pick up new packages very quickly and able to use and create databases.

EDUCATION

The Weald School, Billingshurst

Sept 2007-June2012

SUBJECTS CCSE Metho	PREDICTED GRADES	
GCSE Maths FSMQ Additional Maths	A A	
GCSE English	Α	
GCSE Physics	В	
GCSE Chemistry	В	
GCSE Biology	В	
GCSE Drama	Α	
GCSE Music	A	
OCR National Certificate level 2 (IT)	Distinction (equivalent 4 GCSEs	;)
GCSE Philosophy & Ethics	С	
GCSE Product Design	С	
STUDENT POSITIONS/AWARDS		
Silver Student Leadership Award	2012	
House Captain (Wilberforce)	2011-2012	
Sports Representative	2007-2011	

OUTSIDE INTERESTS

I am a keen musical theatre performer, who has undertaken leads parts with Showdown Theatre Arts, local drama groups and in school productions. I have sung in a variety of public performances both in groups and as a solo performer and I enjoy composing my own music and lyrics as well as dancing. I have taken musical exams for flute gaining grade 4 and singing where I have reached grade 5. The rest of my spare time I spend socialising with friends.

OLIVIA MARTIN

SKILLS & EXPERIENCE

- Enthusiastic, articulate and hardworking individual with great customer service skills and a strong sense of responsibility.
- Excellent organisation skills and ability to take initiative and work either independently or as part of a team.
- DBS checked children's dance instructor
- Experienced waitress and bar worker.

WORK EXPERIENCE

Dance Instructor (Hourly basis/part time)

Showdown Theatre Arts

Sept 2014 - Current

- Planning lessons, devising interesting & relevant choreography dependent on class type and age of participants.
- Running weekly Street Dance session with boys aged 8 to 9 and occasional cover for youth theatre group ages 6 and upwards.
- Arranging for classes to perform at term end shows.
- DBS checked and a licensed chaperone with West Sussex County Council.

Bartender & Waitress (Part-time)

The Half Moon Inn, Kirdford

July 2014 - current

• Working within a small team serving drinks to customers, waitressing and carrying out other general tasks as and when required.

Waitress (Evenings & Weekends)

Onslow Arms Public House, Loxwood

June 2013 - July 2014

 Working at a very busy public house, waitressing and carrying out other front of house tasks as and when required.

Sales Assistant (Weekend Work)

Barratts, Horsham

June 2012 – Dec 2012

- Selling shoes and related goods, tasked with meeting sales targets which were constantly met and often exceeded full-time members of staff.
- Assisting with stock work and in creating displays.

COMPUTER SKILLS

Microsoft Office Word, Excel, PowerPoint, Outlook all to proficient levels. I pick up new packages very quickly and am able to use and create databases.

EDUCATION

Godalming College, Godalming The High School, Brighton June2012 Sept 2012-July 2014 Sept 2007-

Qualification	Grade	Subject
A level	Α	Performing Arts, Extended Project
		Qualification (in Performance)
A level	С	English Language
A level	D	Mathematics
AS	D	Music
Free Standing Qualification	С	Additional Maths
(AS equivalent)		
GCSE	A*	Mathematics, English Literature
GCSE	Α	English Language, Chemistry, Biology,
		Drama, Philosophy & Ethics, Product Design
GCSE	В	Physics, Music
OCR National Certificate	Distinction	ICT
level 2 (equivalent to 4		
GCSEs)		
Arts Award (equivalent to	Silver	Drama
GCSE B grade)		

STUDENT POSITIONS/AWARDS

Silver Student Leadership Award 2012 House Captain (Wilberforce) 2011-2012 Sports Representative 2007-2011

PERSONAL INFORMATION

Born 6/4/1996

British

Healthy

Full, clean UK driving licence and car owner

OUTSIDE INTERESTS

I am a keen musical theatre performer and regularly take part in productions both locally and more recently in America as part of an exchange trip between 2 performing arts schools. I have also sung in a variety of public performances and won the Surrey contemporary singing section in the early rounds for Young Musician of the Year. I love baking which makes me popular with hungry friends, who I spend most of my free time socialising with.

REFERENCES

Available on request

PROFILE

Friendly, hardworking and bright student who picks up new skills very quickly and is happy to help out with all types of work. Punctual and reliable with some experience of labouring for a landscape gardener.

WORK EXPERIENCE

Paul Swan Landscaping, Loxwood School holidays 2016 - 2017 Assisted hard landscaping company to construct gardens for private clients, mainly moving soil, plants, paving and sand & cement but also clearing existing gardens before work could commence.

COMPUTER SKILLS

Microsoft Office Word, Excel, PowerPoint and Outlook, Google Docs, Sheets and Google Mail and Photoshop. I am also learning basic Java script and pick up new software packages very quickly.

Application Letter 1

Speculative letter, i.e. there is no job advert, but you'd like to work there if an opportunity came up, in this case a local pub called the Mucky Duck.

Dear Sirs (ideally find out the name of the manager and add this instead),

I am a 16 year old student looking for part-time weekend or evening work and I would be really interested in working at the Mucky Duck Pub.

I am friendly and good at making conversation with customers, I think that I would be a good waiter as I can think on my feet and I am sensible and reliable.

I would be willing to come in and work a trial shift for free, so that you could see if I have the right skills to work at the Mucky Duck. I have enclosed a copy of my CV for information and I look forward to hearing from you.

Yours sincerely

Application Letter 2

Response to an advert for a sales assistant at a sports retailer called InterSport.

Dear Sirs,

I saw your job advert on Reed.com for a Sales Assistant and think that I could be an excellent addition to the team.

I have some previous sales experience working in a footwear shop and I also participate in a number of sports including football, cricket and cycling.

I would love the opportunity to work at InterSport as it is a store that I frequently use as a customer. I have enclosed a copy of my CV which provides more detail on my relevant skills and experience and I would welcome the opportunity to discuss the role and my suitability at an interview.

Yours sincerely