



# 2024 UCAS GUIDE

## APPLICATION TO UK UNIVERSITIES

### Timeline

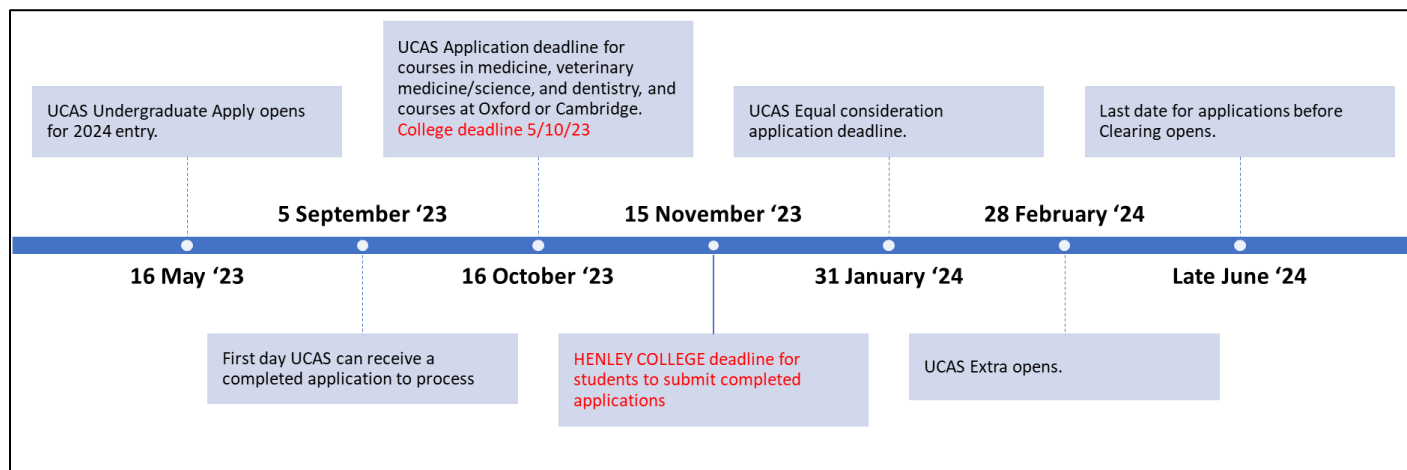
### Making your Uni Choices

### UCAS Tariff

### Filling in the UCAS application form

### Personal statement advice

### APPENDIX I: Your qualifications



## YOUR UCAS APPLICATION TIMELINE

Support is always available from your tutors, Careers Advisers and Faculty Administrators. See the [CareersHub Team](#) – University Exploration or Careers Exploration – for useful advice and websites, plus the university prospectuses in the college library.

Book to see your Careers Advisers Julia Lock and Lisa Abraham [here](#).  
(N.B. Some Conservatoires have a separate application and earlier deadlines  
<https://www.ucas.com/conservatoires/>)

### Summer term 2023 (Year 12)

**Start your research – this is a big decision and it takes dedicated effort**

Book in for open days, taster days and summer schools

Talk to your subject teachers / personal tutor about your predicted grades

Talk to your tutors or Careers Advisers about your options, uni or otherwise

Register on the [UCAS Hub](#) and start to fill in the application form from 16/5/23 via the 'YOUR APPLICATIONS' tile:

Choose to 'apply from a school, college or centre' with buzzword **Henley2024**

Register for any extra exams your course requires, e.g. UCAT, LNAT, BMAT



### Summer holidays 2023

Continue your research, finalise choices; Draft your personal statement on Unifrog

Top up with any work experience, extra learning etc. to boost your application

Book for any late open days in Sept/Oct



### Autumn term 2023 (Year 13)

Discuss your final application choices and personal statement with your personal tutor

Complete your application form and submit to college (earliest submit 5/9/23)

**SUBMIT YOUR UCAS FORM BY 15/11/23 (OR 5/10/23 FOR OX/CAM/MED/VET/DENT)**

Keep an eye on your email in case your form is returned to you for corrections

Use UCAS Hub to track your application, interviews, and [offers](#)

Take any extra tests or exams required



### Spring Term 2024

Attend [interviews](#), provide a portfolio as required, attend offer-holder days

Apply for [student finance](#) from February – May

[UCAS Extra](#) is available from Feb 2024 if you have no offers



### Summer term 2024

Decide on your Firm and Insurance choices by required deadline (usually early June)

Apply for university accommodation

Work hard! If you drop any subjects / EPQ, let UCAS know via this [form](#)



### Summer holiday 2024

Get your results and your [place](#)!

Use UCAS [Clearing](#) as necessary



## MAKING YOUR UNIVERSITY / HE CHOICES

[Where to start](#)

[Undecided about what to study?](#)

[Choosing your university](#)

### WHERE TO START

Before you start, talk to your Personal Tutor and subject tutors about the **GRADES** you are predicted.

You have been given access to [www.unifrog.org](http://www.unifrog.org). Use this website to explore university courses in the UK and abroad, careers, apprenticeships etc. Unifrog is full of great advice and tools to explore your options. You can produce shortlists of courses and share these with your tutor. Draft your personal statement on Unifrog to get feedback from your tutor.

The UCAS website <http://www.ucas.com> and UCAS Hub <https://www.ucas.com/what-are-my-options/create-your-ucas-hub-today> are essential points of reference. There is a comprehensive course search facility, entry requirements for courses, the UCAS Tariff, hints on how to choose your course, advice on personal statements and direct links to all universities which in turn will give detailed information on each course. Get to know your way around the website and related social media sites.

Visit the college's Careers Library within Deanfield Library, to browse through university prospectuses and various books.

See the [CareersHub Team](#) – University Exploration for many more hints and tips and useful links on choices, applications, personal statements, finance etc.

Work through the [UCAS Hub Student Packs](#) for inspiration.

**UNDECIDED ABOUT WHAT TO STUDY?** Check out the [CareersHub Team](#) – Careers Exploration resources and [Unifrog](#) – Quizzes and Subject Library.

You can choose a university course without having a career in mind. Employers value the skills acquired by doing a degree course – so choose a subject you are really interested in.

Recommended free on-line questionnaires to suggest possible courses or careers based on your interests are:

- [Unifrog](#) profiles: Interests; Personality; Work Environments; Skills (Combined results available in Favourites: Quiz Profile)
- [Career Finder](#) quiz on your UCAS Hub and [Subject Guides](#)
- [SACU-STUDENT](#) : Go to 'Students' then 'Free Careers Quiz': Spartan is a visual questionnaire which matches you to university courses and careers
- [Prospects Planner](#) careers quiz

To explore potential university subjects from a favourite college subject:

- <https://sacu-student.com/> Subject Explorer or A Level Explorer.
- Unifrog Subject Library
- <https://www.theuniguide.co.uk/a-level-explorer>
- <https://www.ucas.com/ucas/subject-guide-list>

- [On Demand Webinars | University Taster Days \(unitasterdays.com\)](https://unitasterdays.com)

The following easy-to-use websites give descriptions of careers and jobs, the qualifications and personal skills required, salaries and related careers:

- [www.unifrog.org](https://www.unifrog.org) – Explore different uni courses via ‘Subject Library’ or careers via ‘Careers Library’.
- <https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree>
- [www.brightknowledge.org/bright-knowledge](https://www.brightknowledge.org/bright-knowledge)
- [Browse Careers \(ucas.com\)](https://ucas.com)

## **SOME POINTS TO CONSIDER WHEN CHOOSING A UNI SUBJECT AND SPECIFIC COURSES**

The most important thing is to choose a subject that really interests you. Ask yourself:

- What subjects do I enjoy and what do I enjoy about them?
- What subjects am I good at?
- Am I interested in doing a new subject I have never studied before?
- Do I want to do a Joint Honours degree, choosing 2 subjects or more?
- Is there a particular course I must take for my chosen career?
- Do I want to do a placement year (sandwich course) or have the option to study abroad?

To choose specific courses consider:

- What does the course cover? (Courses with the same title might be very different.)
- Look carefully at the core content and optional modules – How flexible is the course?
- What is the balance of theory versus practical study?
- What are the entry requirements? Choose some aspirational, some safe options.
- Is there a ‘contextual’ offer with lower entry requirements, or a Foundation year option? Or a 2-year Foundation degree option? See [Foundation Degree Information And Advice | UCAS](https://www.foundationyears.ac.uk)
- Which grades have been accepted historically? (Data may become available on UCAS.)
- Is there a bursary or scholarship available?
- Is this qualification professionally accredited? (i.e. will let you practise in your chosen profession if it is a requirement of that profession?)
- How is the course taught - structured teaching, more independent research and study?
- How is the course assessed – exams, coursework, project, a mixture?
- Consider the Student Satisfaction data and Destination data at <https://discoveruni.gov.uk/> or <https://www.theuniguide.co.uk/>
- Where does the course appear in the various league tables? e.g. [Guardian](https://www.guardian.co.uk/league-tables)

To search for courses to explore (and mark as Favourites):

Please note that sometimes courses which cover the same subject have different titles. Often you will need to do several searches to be comprehensive.

- Use [Unifrog UK Universities](https://www.unifrog.org) search tool, using Filter and Rank options if necessary.
- Search for courses via your **UCAS Hub**, using the various Filters to reduce numbers.
- Look at “Degree Course Offers” (Brian Heap) in the College Careers Library. This lists, by subject, the UCAS Tariff points required by each university, starting with the highest. This can help you make a start on which universities to research.

You can choose up to 5 courses but do not have to submit all these by the 15/11/23 college deadline. UCAS EXTRA is available from Feb-June if you are rejected by all 5 original choices. This allows you to apply for extra courses, one at a time.

Think about including up to three courses which fit well with your predicted grades, one or two slightly above your grades and at least one course with entry requirements that you are very likely to obtain to use as your insurance choice. This must be a course you want to do at a university you would be happy to attend.

#### Terminology:

- BA (Hons) and BSc (Hons): a 3-year Honours degree is the most common degree you will see. BA is a Bachelor of Arts, BSc is a Bachelor of Science. Law degrees are called LLB, Engineering degrees are BEng.
- Master's degrees have an extra year of research. You might see MSci, MBio, MA etc. It is possible to do a BSc or BA and then complete a separate Master's year in a different subject at a different university.
- Some degrees are offered with an extra Foundation year or Year 0. These often have lower entry requirements and are useful if a student is unsure about reaching the entry requirements for the 3-year degree. Many have extra contextual entry requirements, so check carefully.
- FdA and FdSc are 2-year Foundation degrees which are often completed whilst working in the relevant industry.
- HND (Higher National Diploma) and HNC (Higher National Certificate) are two or one-year vocational qualifications.

## CHOOSING YOUR UNIVERSITY

Universities vary enormously in the terms of size, location, facilities, character, atmosphere and student population. The only way to really see how you feel about somewhere is to experience it first hand and visit it. If this is not possible, there are many great virtual resources to help.

Go on to the specific university web-site or <https://www.unitasterdays.com/>, [www.opendays.com](http://www.opendays.com), <https://www.ucas.com/undergraduate/what-and-where-study/open-days-and-events/virtual-tours> or <https://www.studentstream.co.uk/> to find out about Open Days, Campus Tours, Taster days, Summer Schools and departmental visit days. You usually have to make an on-line booking to visit. <https://www.unifrog.org/student/know-how/keywords/preparing-for-uk-uni-open-days>

[On Demand Webinars | University Taster Days \(unitasterdays.com\)](https://www.unitasterdays.com/) is a source of recorded webinars

#### To consider:

- Style – from the traditional, with a focus on academic subject-based courses and research, to modern universities, with a greater focus on vocational courses.
- Location – some are based in large cities, others in smaller towns - a major influence on the environment and lifestyle. Distance from home.
- Size – larger universities can have more than 20,000 students, whereas some of the smallest have only a few thousand.

- If there is more than one campus, does the course take place in the main university campus, or in a smaller campus possibly away from the main facilities?
- Accommodation and other costs: Are first year students guaranteed accommodation? What happens for the 2nd and 3rd year students?
- Culture and facilities – influenced by a range of factors, including the diversity of students who attend.

Helpful information sources to explore universities and cities:

- <https://www.ucas.com/city-guides>
- <https://www.thecompleteuniversityguide.co.uk/universities>



## The UCAS Tariff 2023

The complete UCAS tariff can be found at <https://www.ucas.com/ucas/tariff-calculator>.

UCAS tariff points are used by about a third of universities when making conditional offers. Other universities will ask for certain grades in A level or Diploma courses. Check with a university to be clear about the exact details of an offer.

Ask your personal tutor to confirm your predicted grades which will be added to your UCAS application.

A Level or WJEC L3 Diploma Crimin.	Year 1 Applied A Levels:  BTEC National Certificate	Year 2 Applied A Levels:  BTEC Nat. Ext. Certificate	EPQ	Year 1  National Foundation Diploma 510 or 90-credit	Year 2  National Extended Diploma 1080 or Extended Diploma	Year 1  UAL Level 3 Diploma	Year 2  UAL Extended Diploma
A* = 56	D* = 28	D* = 56	A* = 28	D*D* = 112	D*D*D* = 168	D = 84	D = 168
A = 48	D = 24	D = 48	A = 24	D*D = 104	D*D*D = 160	M = 60	M = 120
B = 40	M = 16	M = 32	B = 20	DD = 96	D*DD = 152	P = 36	P = 72
C = 32	P = 8	P = 16	C = 16	DM = 80	DDD = 144		
D = 24			D = 12	MM = 64	DDM = 128		
E = 16			E = 8	MP = 48	DMM = 112		
				PP = 32	MMM = 96		
					MMP = 80		
					MPP = 64		
					PPP = 48		

### T Level Health

Grade	D*	D	M	P (A*-C)	P (D or E)
UCAS points	168	144	120	96	72

### Speech and Drama Exams (LAMDA)

Grade	Grade 8	Grade 7	Grade 6	Performance Studies
Distinction	30	16	12	24
Merit	27	14	10	16
Pass	24	12	8	8

### Certificate in Graded Examination in (Theatre) Dance

Grade	Grade 8	Grade 7	Grade 6
Distinction	20	16	12
Merit	18	14	10
Pass	16	12	8

### Certificate in Graded Examination in Music Performance

Grade	Grade 8	Grade 7	Grade 6
Distinction	30	16	12
Merit	24	12	10
Pass	18	10	6

### Certificate in Graded Examination in Music Theory

Grade	Grade 8	Grade 7	Grade 6
Distinction	10	8	6
Merit	9	7	5
Pass	8	6	4



## YOUR UCAS APPLICATION FORM

These notes on the UCAS application system are for guidance. See <https://www.ucas.com/undergraduate/applying-to-university> for more information.

See also <https://www.ucas.com/undergraduate/applying-university/undergraduate-individual-needs>

### The overall process

How to Apply:

[Register on UCAS Hub](#)

[Start your application](#)

[Application overview: Choices; 'Profile' sections; 'Experience' sections](#)

[Personal statement](#)

[Submitting your application](#)

[Reference](#)

[Your offers and decisions](#)

### THE PROCESS

1. All UCAS applications from the College will be submitted using the UCAS website. Choose SIGN IN and REGISTER on the website as a student – undergraduate to set up your UCAS Hub.

**You must apply “through your College or School” using the buzzword ‘Henley2024’ to obtain a reference from the College and choose the correct ‘Group’ : STM, BHL or Oxbridge. Check with your tutor.**

2. The application form is the first tile on your UCAS Hub.  
You do not have to complete the form all at once, but can enter information, save it and return to the form when you want to continue.

3. Once you have completed the application you click on REVIEW & SUBMIT and pay the fee on-line to UCAS by credit or debit card (£27.50). College deadline: 15/11/23.

(Recommended deadline for Oxbridge, Medicine, Veterinary, Dentistry: 5/10/23)

When you submit the form, it is sent to Henley College so that the reference can be added and the form checked. At this stage the form is locked so you will not be able to make any alterations unless you ask your Faculty Administrator to send it back to you. Once checked, it will be sent to UCAS.

N.B. This can take some time, especially if the form needs to be returned to you for corrections.

Meeting the college recommended deadline guarantees that your application will be sent on to UCAS before 31/1/24, the ‘equal consideration’ deadline. Applications received by UCAS after 31 January will be marked late by UCAS and universities do not have to consider them.

4. Admissions Tests - Note that separate admissions tests may be required for some courses (see the university website) and these have different registration deadline dates. You are responsible for making your own registration.
5. UCAS will send you confirmation of receipt of the application. Use your UCAS Hub account to monitor the progress of your application and reply to your offers online.



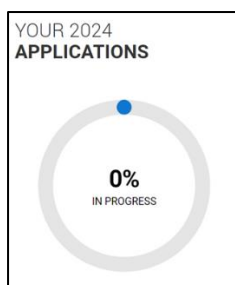
## HOW TO APPLY

### To register on UCAS Hub:

1. Go to [www.ucas.com](https://www.ucas.com) and click on SIGN IN then REGISTER.  
**Use your personal email address.** Give your first plus any middle names as they appear on your qualifications.
2. Choose 2024 as the year you wish to start your studies, even if you wish to defer to 2025, then choose Undergraduate.  
Answer various questions, then 'Create account'.  
UCAS will assign you a UCAS ID Number, to be used if you communicate with UCAS or universities.

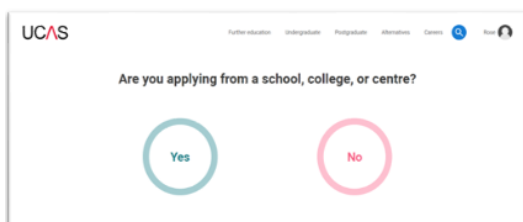
### To start your application form:

1. Go to the 'Your Applications' tile.



Choose 'Undergraduate' or 'Conservatoire'. N.B. this guide focusses on the Undergraduate application form.

2. Click YES to the question 'Are you applying from a school, college or centre?'

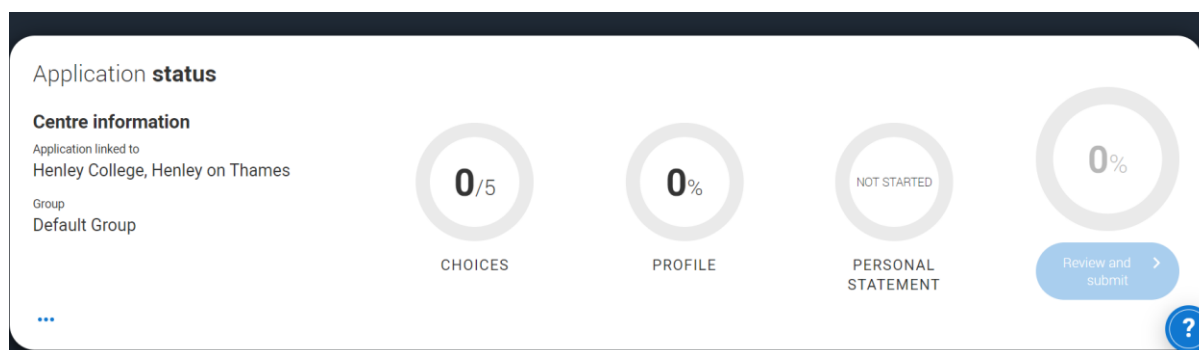


Then type in the BUZZWORD 'Henley2024', select 'Save Buzzword' and confirm Henley College.

3. **Then select the correct group.** Choose between the BHL Faculty, the STM Faculty or Oxbridge for Oxford or Cambridge applicants. Please check with your tutor if you do not know your faculty.

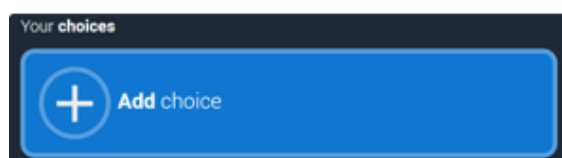
## Application overview:

1. Your **Homepage** is where you will see your APPLICATION STATUS.



## 2. Adding your Course Choices:

Click the Choices section.



Start typing the name of the university or college into the institution field. Select from the options displayed. Do the same for the course you have selected. Complete the questions.

There is a maximum of 5 choices and choice restrictions apply (a maximum of four courses in any one of medicine, dentistry, veterinary medicine or veterinary science).

Once all choices are added select 'confirm choices' to mark the section as complete.

You can select to start in 2024 or 2025 – but check first with the university if you wish to defer until 2025.

Some courses have extra admissions tests and assessments. These will show in blue text on the choice card.

Clicking the 3 dots in the bottom right of a card enables you to see it as a summary.



## 3. The 'Profile' sections of the application form:

The tiles will give you an overview to show if a section is complete, in progress, or you need to start it.

All sections must be marked as complete to send to UCAS.

Some of the tiles will only appear once you have completed the first 4 sections.

You must complete all mandatory questions to mark a section as complete (they have a \*). Give as much information as possible – it will help the university understand your situation and offer support as needed.

The screenshot shows the UCAS Profile page with the following sections:

- Personal details**: Name, age, title and gender. Status: ✓ Section complete.
- Contact & residency details**: Address, email, telephone and where you live. Status: ✓ Section complete.
- Nationality details**: Birthplace and nationalities. Status: ✓ Section complete.
- Supporting information**: So that providers know how to support you during your studies. Status: ✓ Section complete.
- English language skills**: Is English your first language? Status: Start this section.
- Finance & funding**: Tell us how you'll fund your study. Status: Start this section.
- Diversity & inclusion**: Only shared with a provider once you have a place or your application is archived. Status: Start this section.
- More about you**: Tell us about any circumstances that you might need support for during your studies. Status: Start this section.

In the **'Finance and Funding'** section the majority of students will choose the following option:

UK, ChI, IoM or EU student finance services

Then give your local authority under 'Student support arrangements'.

For more information head to: [ucas.com/finance](https://ucas.com/finance)

### **'Diversity and Inclusion' and 'More about you' sections:**

Give as much detail as possible in the **'Diversity and inclusion'** and **'More about you'** sections to support your application and ensure you have the support you will need at university.

Most questions are mandatory (\*), but you have the option of *I don't know* and *Prefer not to say* for most.

In the **'More about you'** section you can tell UCAS about any circumstances that you might need support for during your studies. You might feel uncertain about sharing your personal circumstances but UCAS want to reassure you that this information is confidential and will not negatively impact your application.

You don't have to declare a disability if you don't want to, you can select *No disability*.

However – we strongly recommend that you do specify any disabilities - information completed here is not used to make a decision on your application. It's only shared with those involved in supporting you, or making the arrangements for support.

Explain what extra support you now receive, or would like from the university to support you. Complete the answers as fully as possible.

#### 4. The 'Experience' sections

The screenshot shows the UCAS Experience section interface. It features three main sections: Education, Employment, and Extra activities. Each section has a title, a brief description, and a 'Start this section' button. The Education section is highlighted with a blue bar and the text 'Section in progress'. Below these sections is a 'Your personal statement' section with a 'Start this section' button.

##### Education section:

First you need to add details of where you've studied, or are studying, then add qualifications. Start by clicking **Add place of education**.

Input Henley College and details, then repeat for the school where you studied your GCSEs.

Then add your qualifications for each centre.

Click the **Add qualification** button and search for your qualification, or select it from the picklist.

You must add all qualifications you have received a grade for, plus qualifications you are currently studying. (If you decide to drop a subject later, you must notify UCAS.)

If you haven't finished the qualification or had your result, then choose **Pending** as the grade. Most qualifications will have the month of June in the year you complete.

Check the exact name of the qualification and the awarding body with your teacher if you are unsure. See [Appendix 1](#) for a list.

If you have already received a grade for Year 1 of your 2-year Level 3 course, enter the grade and the name of that as well.

For example, Year 1 of the full BTEC National Extended Diploma (1080) qualification is called a BTEC National Foundation Diploma (510-540) and will have a grade.

If you have done any resits, or plan to do so, record all your attempts.

Enter any Admissions Test your course requires you to take (e.g. BMAT, LNAT, UCAT etc.) and the result if you have already taken it.

If you cannot find a qualification, choose 'Other-UK' and type in the exact details from your certificate.

For Music and Dance exams, only enter your highest level.

**There are several options for GCSE exams. List your results under the correct qualification.**

**GCSE (Grade 9-1) or GCSE (Grade A\*-G)**

**GCSE Double Award (Grade 9-9 to 1-1) (e.g. for Combined Science Trilogy)**

You'll be asked for a **Unique Learner Number** – ask your tutor if you are not sure. If applicable, add your **BTEC number**. You can ask your teacher for this.

For the question 'Please state the highest level of qualification you expect to have before you start your course' select 'Below Honours degree'.

#### Extra Activities section:

This section allows you to specify any super-curricular or uni-related activities you have completed, for example Sutton Summer School.

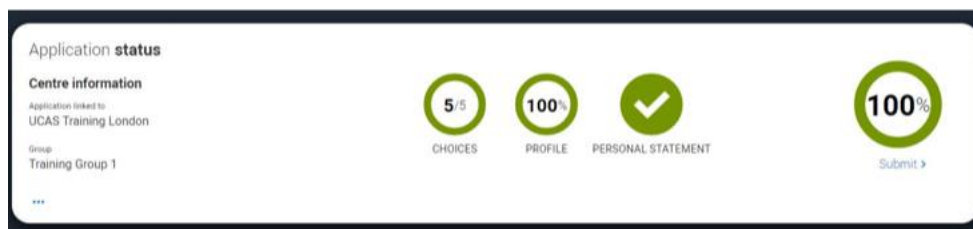
#### 5. **Personal Statement** (see more detail [here](#)):

Write your personal statement in Word or Unifrog, then paste into this area. Preview it, then 'Mark as complete' when you are happy with it.

#### 6. **Submitting your application:**

There are 4 steps to the submission process.

The application must be complete (showing 100%) before pressing submit.



This shows you the full application and you can download it as a pdf (in the top right) to help you check it.

At the bottom of the application, click **Accept and proceed** (or return to application if you want to make more changes).

You will then be asked to update your preferences.

You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.

Then click **Accept and proceed**, or you can Return to application, or Return to marketing preferences.

Click **Pay now** and you will be asked to enter your card details.

When you've paid and submitted your application, it will come in to college to be checked and the reference added.

If there are any mistakes the form will be returned for you to correct and re-submit.

We will submit the application to UCAS. If you log in you will see a read only version. UCAS will notify you once they have received your application from the college.

#### 7. **[Reference](#) and predicted grades:**

You should have already talked to your tutor about your choices and your personal statement. Your tutor will write your reference, with input from your subject teachers as required.

Talk to your tutor about anything you would like included in your reference, including any extenuating circumstances which impact on your application. Any such information is better included in the reference, rather than your personal statement which should concentrate on

your interest in the subject and your relevant skills and attributes.  
The college will add your predicted grades before the form is sent to UCAS.

**8. Offers:**

You can monitor your offers via the Applications tile on the UCAS Hub.

[Decision](#) deadlines vary, but the earliest you will have to decide is the beginning of June 2024. You will then choose your 'Firm Conditional', your 'Insurance Conditional' (hopefully with lower grades) and then reject other offers. Think carefully about Unconditional offers – is it really where you want to go?

If you have no offers, or decide to reject those you have, you can make a new choice from the end of February 2024 through [UCAS EXTRA](#).

[Clearing](#) opens in August 2024 for late applicants (post-June 2024) or those without a place post-results.



## YOUR PERSONAL STATEMENT

This is your chance to shine and demonstrate to the university's Admissions Officer that you deserve a place! Put simply, you need to demonstrate that you understand the course you have applied for and the demands it will place on you, that you have the required skills and aptitudes and that you will be an interesting and enthusiastic student to teach.

See the [CareersHub Team](#) –Files - University Exploration – Personal statements for extensive advice and weblinks on personal statements. There is an excellent section on writing Personal Statements on Unifrog or on the UCAS website at <https://wwwucas.com/ucas/undergraduate/apply-track/writing-personal-statement>. Uni course descriptions will give helpful advice.

- Begin with your motivations or an interesting, relevant and specific example / issue.  
End on a positive note.
- Be concise and make it easy to read, with a clear structure.
- Max 4000 characters (including space) and 47 lines. No formatting allowed.
- Check spelling and grammar.
- Start early to give time for several drafts.
- Your Personal Statement must be **ALL YOUR OWN ORIGINAL WORK**. All Personal Statements are run through plagiarism software by UCAS which will pick up any copied material. UCAS will inform universities of any statements showing more than 10% copied material.
- Once you have drafted your statement, ask yourself if it really conveys your enthusiasm for the course. Check it. Can you answer 'So what?' about each sentence? Use **ABC**: Action, Benefit, relevance to Course. Remove anything irrelevant to your application.
- When you are happy with it, show it to your personal tutor.  
Try SACU's free personal statement checker [here](#).
- Focus 75% of the personal statement on the subject you want to study
  - What is your motivation to study your subject? You might like to pick a piece of research, a news story, a book or an experience which inspired you to find out more and led you to the subject. This will be unique to you and will be interesting to the reader.
  - Discuss why you are applying to study the course, identifying any specific areas of interest that you'd like to develop as part of your studies. You can also link your present studies to the proposed degree. Demonstrate that you have researched and understood what the degree contains, the entry requirements, why you want to study it and why you are suitable.
  - Clearly demonstrate a good understanding and enthusiasm for the subject. Present your academic reading or extra study/online courses/research you have completed relevant to the degree subject. Mention any extra-curricular activities which are related to your degree subject. Use the MOOC Tool on Unifrog to extend your research in your subject area. Always reflect and explain how something relates to your degree.
  - Demonstrate that you understand the skills to succeed. For example, analytical skills, research skills, communication skills, organisational skills, motivation, alongside the specific skills required for the degree. You will need to evidence these claims with examples of when and how you have used these skills, alongside the results achieved.
  - Give an indication of what you hope the degree will allow you to do in the future, and any specific career aspirations you may have, as this demonstrates commitment to the chosen subject.

- Focus a maximum of 25% of the personal statement on what you do outside of the classroom
  - What do you enjoy? What makes you stand out from the crowd? How does this link to the subject that you want to study, or show your readiness for university? Don't just list lots of activities – pick the most relevant and explain the skills you have gained.
  - The Admissions Tutor will be looking for your potential to succeed and a real interest in the subject. Relevant work experience or part-time work will demonstrate your commitment and your broader understanding of the subject / future career.
- If you are planning a gap year, state what you plan to do and why.

### Paragraph 1: Grab the attention of the reader

Say why you want to study the subject. What sparked your interest? Evidence?

### Paragraph 2: Why this degree?

What has led you to decide to study this subject and why? What appeals to you about the course content / structure / modules/ travel opportunities etc? How do you know the course is right for you?

### Paragraph 3: Educational background

Give a brief outline of the subjects you are studying and how they are relevant to your chosen subject area. What super-curricular learning / experiences can you talk about to demonstrate your enthusiasm and commitment? Examples and evidence. Reflect.

### Paragraph 4: Achievements

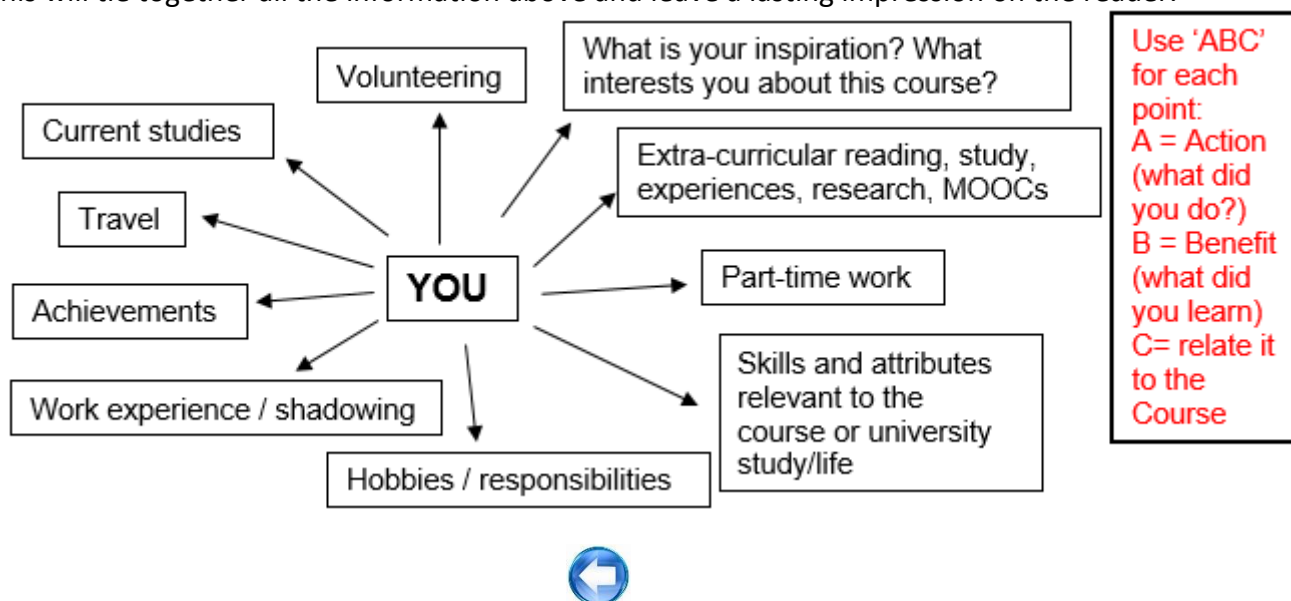
Do you have personal or educational achievements relevant to your application? Positions of responsibility? Explain what and why, don't just give a list. This might be a hobby, part-time job or work experience, or perhaps competition success, an exhibition, summer school or talk. How have they informed your degree / career choice? What transferable skills have you developed? Examples and evidence.

### Paragraph 5: Why you?

Why should the university consider you? How can you demonstrate your ambition, your study skills, your practical skills...? What have you got to offer the university? How will you make the most of the experience? Examples and evidence.

### Paragraph 6: Summary

This will tie together all the information above and leave a lasting impression on the reader.





## APPENDIX I: Your qualifications and awarding bodies

### A Levels:

Course Title	Awarding Body	Course Title	Awarding Body
Accounting	AQA	Film Studies	WJEC
Ancient History	OCR	French	WJEC
Art	WJEC	Geography	AQA
Art - Textiles	WJEC	German	AQA
Biology A	OCR	Graphic Communications (Animation)	WJEC
Business	AQA	History	Pearson
Chemistry	Pearson	Law	OCR
Classical Civilisation	OCR	Maths	Pearson
Classics & Ancient History	OCR	Maths Double - Yr 2 Further	Pearson
Computer Science	AQA	Media Studies	OCR
Dance	AQA	Philosophy	AQA
Drama & Theatre Studies	AQA	Photography	WJEC
Economics	OCR	Physical Education	AQA
Electronics	WJEC	Physics	AQA
English Language & Literature	Pearson	Politics	Pearson
English Language	AQA	Psychology	AQA
English Literature	Pearson	Religious Studies	AQA
Environmental Science	AQA	Sociology	AQA
EPQ	Pearson	Spanish	AQA

### Applied A Levels:

Course Title	Awarding Body
BTEC National Extended Certificate 360 in Digital Games Production (Yr1=National Certificate 180)	Pearson
BTEC National Extended Certificate 360 in Information Technology (Yr1=National Certificate 180)	Pearson
BTEC National Extended Certificate 360 in Applied Law (Yr1=National Certificate 180)	Pearson
BTEC National Extended Certificate 360 in Applied Psychology (Yr1=National Certificate 180)	Pearson
BTEC National Extended Certificate 360 in Applied Human Biology (Yr1=National Certificate 180)	Pearson
BTEC National Extended Certificate 360 in Applied Marketing (Yr1=National Certificate 180)	Pearson
BTEC National Extended Certificate 360 in Uniformed Protective Services (Yr1=National Certificate 180)	Pearson
BTEC National Extended Certificate 360 in Applied Sport & Fitness (no grade after Yr1)	Pearson
BTEC National Extended Certificate 360 in Applied Sport & Exercise Science (no grade after Yr1)	Pearson
BTEC National Extended Certificate 360 in Applied Travel & Tourism (Yr1=National Certificate 180)	Pearson
BTEC National Extended Certificate 360 in Applied Engineering (Yr1=National Certificate 180)	Pearson
Applied Diploma in Criminology (Yr1=Applied Certificate)	WJEC

## Vocational courses:

Year 2 Course Title	Awarding Body
T Level Technical Qualification in Health has various components to add: T Level Technical Qualification - Overall Grade T Level Technical Qualification - Specialism T Level Technical Qualification – Core Component	NCFE
BTEC National Extended Diploma 1080 in Health and Social Care (Year1= BTEC National Foundation diploma 510-540)	Pearson
BTEC National Extended Diploma 1080 in Children's Play, Learning and Development (Year1= BTEC National Foundation diploma 510-540)	Pearson
BTEC National Extended Diploma 1080 in Applied Science (Year1= BTEC National Foundation diploma 510-540)	Pearson
BTEC National Extended Diploma 1080 in Forensic & Criminal Investigation (Year1= BTEC National Foundation diploma 510-540)	Pearson
BTEC National Extended Diploma 1080 in Engineering (Year1= BTEC National Foundation diploma 510-540)	Pearson
BTEC National Extended Diploma 1080 in Business (Year1= BTEC National Foundation diploma 510-540)	Pearson
BTEC National Extended Diploma 1080 in Travel & Tourism (Year1= BTEC National Foundation diploma 510-540)	Pearson
BTEC National Extended Diploma 1080 in Information Technology (Year1= BTEC National Foundation diploma 510-540)	Pearson
BTEC National Extended Diploma 1080 in Sport and Exercise Sci (Year1= BTEC National Foundation diploma 510-540)	Pearson
BTEC National Extended Diploma 1080 in Sport Fitness and Personal Training (Year1= BTEC National Foundation diploma 510-540)	Pearson
BTEC National Extended Diploma 1080 in Uniformed Protective Services (no qualn after Year 1)	Pearson
UAL Extended Diploma in Music Performance and Production (Year 1 = UAL diploma)	UAL
UAL Extended Diploma in Creative Media Production: Broadcast Journalism or TV and Film (Year 1 = UAL diploma)	UAL
BTEC National Extended Diploma 1080 in Performing Arts (Year1= BTEC National Foundation diploma 510-540)	Pearson
UAL Extended Diploma in Creative Practice: Art, Design & Communication (Year 1 = UAL diploma)	UAL
UAL Level 4 Foundation Diploma in Art & Design (one-year course)	UAL

