

Message via InTouch from Mrs Mustill

Over this last week, Year 10 students have begun to think about their post-16 options for September 2018. They were introduced to the UCAS Progress website as part of the PLEDGES Day and most have now logged on and started to fill in sections of their profile and search the kinds of courses on offer. I have attached the generic student instructions so that you also know where to search and what needs to be completed by students. Many students have visited taster days at CRC and Long Road and there are more due to be visiting other post-16 centres over the coming weeks.

The Bishop Laney taster day is on 10 July and students can build on the knowledge they gained at a recent assembly by signing up for lessons in the separate accommodation we have for the Sixth Form. September 2018 sees the launch of some A Levels (Art, Biology, English Language and Literature, Geography, History, Mathematics and Product Design) as well as the successful vocational courses that are currently running (Level 3 Applied Science, Business, Media, Performing Arts and Sport. Level 2 Catering, Hair and Beauty and Public Services). Students can sign up to the Taster Day by visiting the Sixth Form page on the College website.

Please email me if you have any questions – Rachael Mustill

Dear

UCAS Progress is the website you will use to apply for post-16 courses. Please login to <https://www.ucasprogress.com/search>

Your user name and password for your account is:

You will need to login and then change your password. Please make a note of this so that you do not forget it. If you need it changing for any reason, please email myself [rmustill@elycollege.co.uk](mailto:rmustill@elycollege.co.uk) and Mrs Sheridan [jsheridan@elycollege.co.uk](mailto:jsheridan@elycollege.co.uk) and one of us will change it for you. Please do not self-register as a learner. We are not able to upload predicted grades or references if you do this and post-16 centres need this information with your applications.

For today's session, you need to login and do the following:

1. **Contact Details** - Check that what has been entered is correct. This has been pre-populated from data we have on our College system. If anything is wrong, please correct it. Complete the rest of the section and save it. When you have done this, you should see that it says 'complete' on the summary page.
2. **Personal Information** – Complete all sections and save. When you have done this, you should see that it says 'complete' on the summary page.
3. **Work History** – Add the details of your Work Experience placement to this page and add any part time job that you have. You can add more details later, but it is a good idea to make a start.

We will be adding to these throughout the next term and can change the information right up until the submission deadline in December. The qualifications section will be added by the College and will include all your subjects and predicted grades.

When you have completed these three sections, please have a look at the search function of the website. This allows you to see the different courses that post-16 centres have on offer. When we continue to work on this in the autumn term, you will be able to 'favourite' the courses you like the look of. Please do not do this at this stage as courses may change before September. When making your applications, you will need to meet the entry requirements so please look at these when you are searching.

#### Search Instructions

- You need to enter the College postcode – CB6 2SH – in the first box
- Consider how far you are willing to travel in the second box
- If you know the post 16 centre you wish to apply to – Bishop Laney or Hills Road, for example – you can add this to the third box
- If you know the type of course you wish to apply to – History or Public Services, for example – you can add this to the third box

In addition, there are useful FAQ pages and other advice sections you can explore, such as <https://www.ucas.com/ucas/16-18-choices/getting-started/what-you-need-do-now>

## Research your options

- 1 [Look at the different places you could study or train](#) – you could go to a school, college or training provider.
- 2 [Find out about the different types of qualifications available](#) – think about what you want to do in the future and what sort of learning you prefer. Are you a hands-on person or are you happier doing exams?
- 3 [Look up different careers](#) – you can search by job title, job family, related skills, or related subjects.
- 4 [Attend open days](#) in your local area to work out where you want to study or train.
- 5 [Use UCAS Progress Search](#) to find courses close to where you live.
- 6 [Watch our how-to videos](#) to find out how to register and complete your UCAS Progress profile and application.

Next stages: You are able to access this site from home and are encouraged to do so and discuss your applications with parents and carers. You will be receiving further guidance and advice in the autumn term before submitting your application by **Friday 15 December**. It is important that this deadline is met so that your application can be approved and reach the post-16 centre on time. It should also be noted that your form tutor will be writing your reference and so you should talk to them about your application. They are asked to comment on your attendance, relationships with staff, relationships with students, self-discipline, punctuality, academic ability, health, behaviour and commitment to learning. Think carefully about what you want your tutor to write about you because you don't want to miss out on a course for a less than positive reference!

Once applications have been sent, you will be able to track your progress online. You will also receive dates for interviews and offers via the system so please make sure that any contact details are kept up to date on the system.

Finally, please remember that this is your first time exploring this website. Don't panic if you haven't got a plan by 3pm. We are not expecting you to have done so. There will be lots more information coming your way in the autumn term of Year 11 including prospectuses to take away and look at, a progression evening at the College, open evenings at different post-16 centres and guidance from staff at lots of different levels.

Enjoy exploring the site – Mrs Mustill