

# What parents need to know



# Plume Education Trust

- The **Plume Education Trust** seeks to provide financial awards to students to help meet some of the costs of studying at University or College.
- The award is available for a maximum of three years to any student whose parental income does not exceed £45,000.
- Any award made under the Trust is conditional on students being offered and accepting a place at University or College.
- The closing date for receipt of applications is **Friday 27th September 2019**. . If you would like to be considered for the award, please complete the \*relevant form and return to Mrs Demes (College Manager) in the College Office in an envelope labelled “**Plume Education Trust**”.
- *\* The Plume Education Trust application form is available from Mrs Demes.*

# Apply key facts

- Application is entirely online.
- Maximum of five choices.
- Some choice restrictions:
  - for medicine, veterinary science/medicine, and dentistry there is a maximum of four choices
  - can only apply to either Oxford or Cambridge
- Invisibility – universities cannot see where else applicants have applied.
- Equal consideration if deadlines are met.
- Simple application cost:
  - one choice – £18
  - two to five choices – £24

# Key dates

**6 September** – completed applications can be submitted to UCAS.

**15 October (18:00 UK time)** – deadline for Oxford or Cambridge, and most courses in medicine, dentistry, or veterinary science/medicine applications.

**15 January (18:00 UK time)** – deadline for the majority of undergraduate courses.

**30 June (18:00 UK time)** – last date to submit an application before Clearing.

# Research – it's free

Before students begin their application, stress the importance of research.

- **Search tool** – to look for providers, courses, and minimum entry requirements.
- **Open days and virtual tours** – a great way to explore campuses and facilities.
- **Promote UCAS higher education exhibitions** – useful to see different universities and colleges, and explore options.
- **Learn from others** – student videos, blogs, and case studies.
- **Career options** – our career finder tool is ideal for those considering their options after education.
- **Deadlines** – make sure applicants are aware of the important deadlines you set.



# UCAS – Open Days

## UCAS for parents in under 90 seconds

Helen, a UCAS adviser whose son is making his application to university this year, explains how an open day visit will help your child choose the right course, and gives her tips on how to make the most of the visit.

<https://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-advice-parents-and-guardians>

### Parent newsletters – sign up

Get updates and all the information you need, along with timely explanations of the application process

# New-look search tool

Multi-destination search tool.  
Single destination for all applicants.

Key features include:

- new mobile-friendly design
- advanced filtering and sorting options
- ability to shortlist and save course searches
- free text search
- suggestions for misspelt searches

The screenshot shows the UCAS search tool homepage. At the top, there is a navigation bar with links for UCAS, Advisers, Providers, Corporate information, Contact, Feedback, Sign in, and Register. The main header features the UCAS logo with the tagline "At the heart of connecting people to higher education". Below the header is a search bar with dropdown menus for "All courses" and "Search for courses, universities or colleges". There are also tabs for "Saved searches", "Search by subject", and "Search by location". A red banner at the bottom of the page features three diverse young adults holding books and papers. To the right of the banner, there is a list of broad subject areas with corresponding icons: Administration, Area studies, Arts, Biology, Educational studies, Engineering, Health studies, History, Management, Mathematics, Medicine (general and para-medical), and Performing arts.

# Top tips for research

There are a number of things for applicants to consider when applying for higher education, such as:

- the subject they enjoy – investing time, money, and effort
- if it is right for their career path – check with employers
- location – city/rural, transport links
- the study style that suits them
- extracurricular activities
- finances

# The UCAS application

Welcome > Personal details

Some of these details have been copied automatically from the information given when you first registered.

Compulsory fields are marked with an asterisk (\*).

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

Need guidance? Watch the video advice below [Hide video].

(Unable to view videos here? You can watch them at [www.ucas.com/connect/videos](http://www.ucas.com/connect/videos) instead)

Case studies  
How-to guides  
FAQ

Personal

Title*	Mr
Gender*	Male
First/given name(s)*	James
Surname/family name*	Durant
Preferred first name	
Previous surname at 16th birthday	

Key

- Completed
- In progress
- Not started
- Help

Six sections to complete:

1. Personal details
2. Additional information (UK only)
3. Choices
4. Education
5. Employment
6. Personal statement



Tutor adds reference



UCAS



Universities/colleges

# Common applicant errors

- Failing to check entry requirements or if they need to take admissions tests.
- Qualifications are missing or incorrectly entered.
- Inappropriate email address used or not verified.
- Do not give details of disability, special needs, or if they have been in care.
- Tick boxes (e.g. unspent criminal convictions) in error.
- Failing to tick other boxes (e.g. section complete).
- Not knowing they have a 14-day CMA cool-off period.
- Forgetting password so they get locked out of application.

# Common applicant errors

**Do I have to declare my AS results in my UCAS application?**

If you have taken an AS level then ‘yes’ – the universities will want to see the grade you received for it.

**Honesty will be expected. UCAS has a dedicated Verification Team, to prevent and detect fraud in applications, and similarity in personal statements**

*Did you mess up an AS level? Was your perfect set of A grade GCSEs spoilt by that rogue D?*  
You might be tempted to leave off information like this, but make sure you don't, because your UCAS application requires you to agree that the information you have given is full and accurate.

# Personal statement

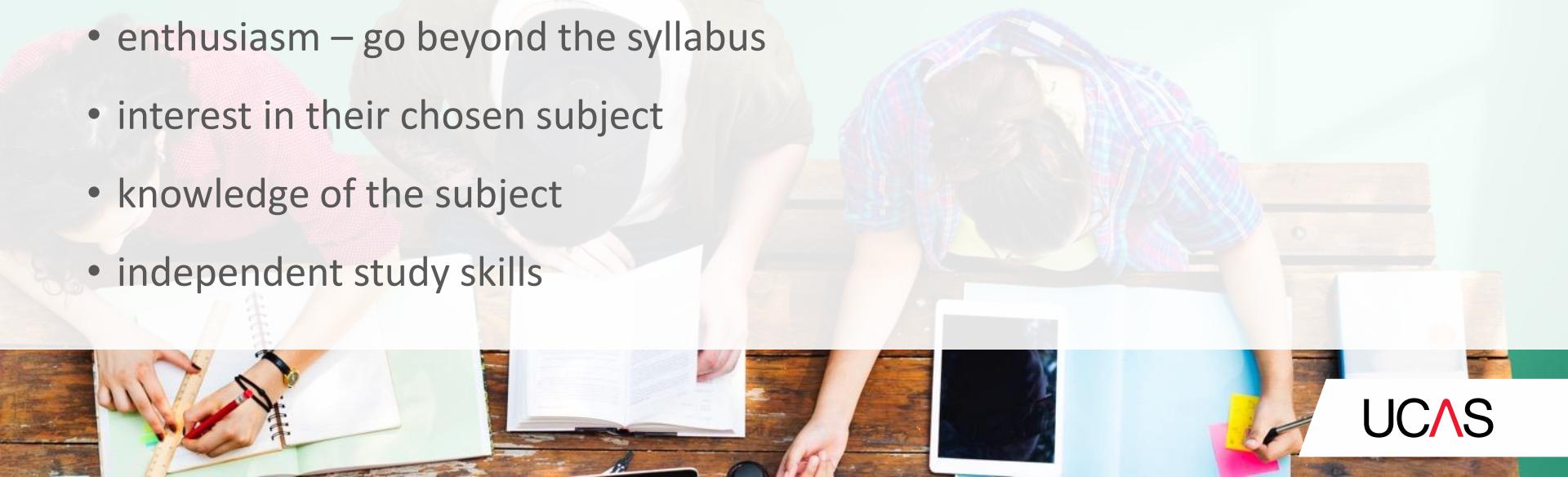
- The only section a student has total control over.
- Their only chance to sell themselves as an individual.
- One personal statement for all choices.
- Maximum of 4,000 characters or 47 lines.
- Minimum of 1,000 characters.
- No spelling or grammar check.
- No formatting, e.g. bold, italics, or underline.

**UCAS similarity detection service** – remember, every personal statement is run through software to check for plagiarism.

# Personal statement – top tips

Students need to tell providers about their:

- academic achievements – past and present
- enthusiasm – go beyond the syllabus
- interest in their chosen subject
- knowledge of the subject
- independent study skills



# Personal statement – top tips

Universities and colleges will ask:

- have they chosen the right subject for the right reasons?
- can they survive in an intense and pressured atmosphere?
- do they have a range of interests and aptitudes?
- do they have a depth of interest in the subject?
- has the candidate studied independently?
- does the student appear motivated and committed?
- do they possess good numeracy and literacy skills?

# Plume UCAS Student Booklet

- Designed to support and guide students through the UCAS process
- Promotes dialogue between student and staff in a systematised manner
- Encourages students to review universities via various league tables
- Provides a framework for assessing universities (page 7) including the Teaching Excellence Framework (TEF)
- Highlights the importance and relevance of Admissions Tests
- Students are encouraged to work through the five stages of support

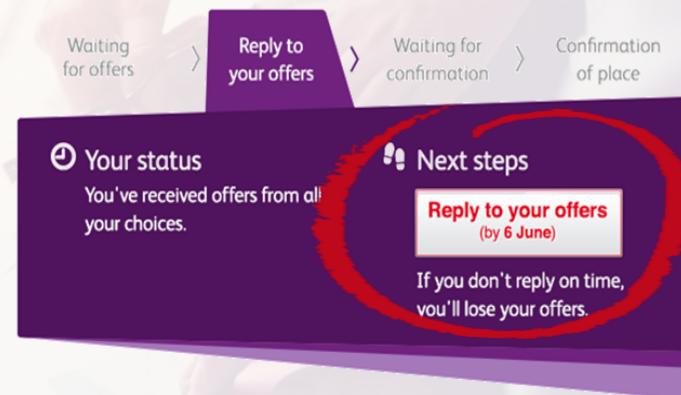
# Plume Unconditional Offers

- Proceed with caution
- Page 6 Article in the Guardian from **Professor Robert Allison** who is Vice-Chancellor of Loughborough University.
- <https://www.theguardian.com/higher-education-network/2018/>

# Tracking applications

Track allows applicants to:

- follow the progress of their application 24/7
- see their choices and personal information
- view their offers
- reply to offers online



In Track, a student can hold up to two offers:

- **firm** – their first choice. If they meet the conditions of the offer they will be placed
- **insurance** – acts as a back up choice if they are not placed with their firm choice

# Adviser Track – Mrs Clark & Mr Barton

Subject to subscription, **Adviser Track** allows schools to:

- track offers made to students by their chosen universities and colleges
- view the offer conditions students need to meet
- track students' replies to their offers
- email applicants
- quickly identify applicants who haven't replied to their offers, or who are eligible for Extra or Clearing
- receive weekly status reports

# Extra

If students don't get offers from any of their choices, they may be able to use Extra.

Applicants are eligible for Extra if:

- they have used all five choices
- all their choices were unsuccessful, cancelled, or they declined their offers

If using Extra:

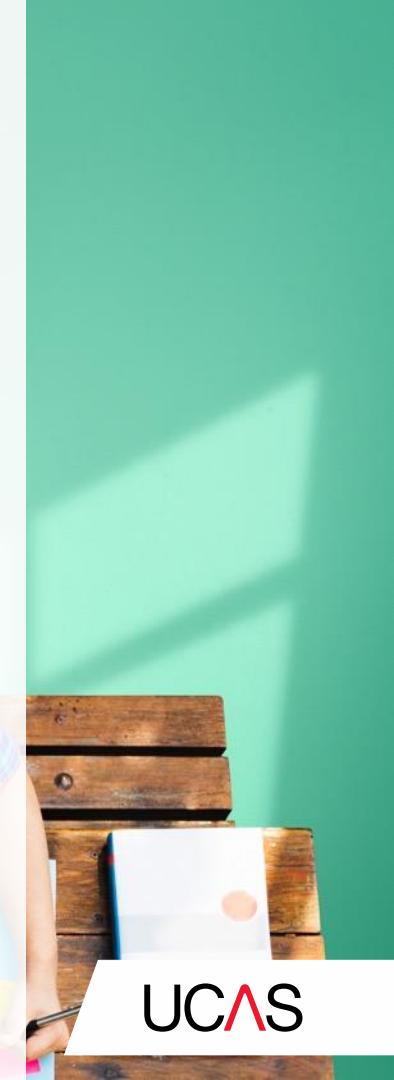
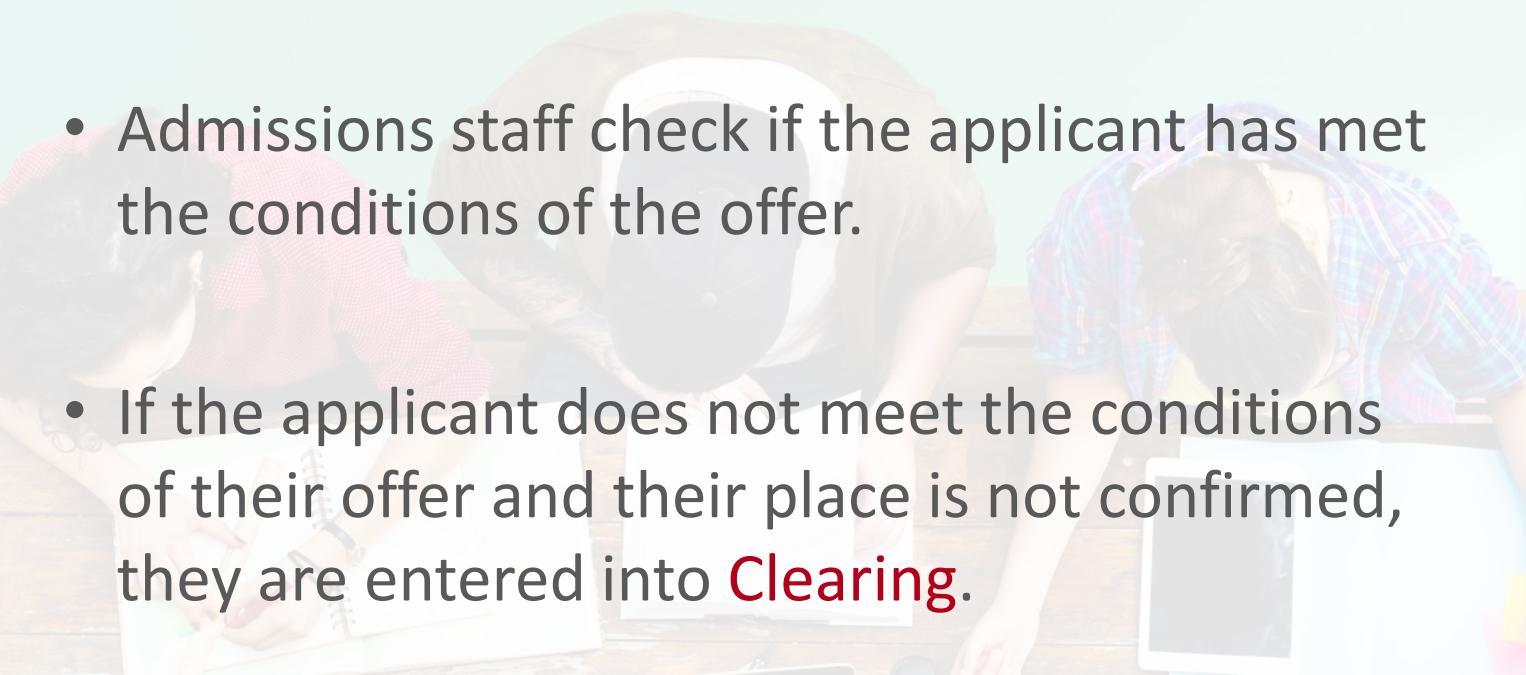
- there is no option for an insurance choice
- the universities have 21 days to respond
- an applicant's existing Apply information is used

Extra is available between February and July.

Course vacancies are listed on the UCAS website.

# Confirmation

- Exam results are published – many are passed electronically to universities.
- Admissions staff check if the applicant has met the conditions of the offer.
- If the applicant does not meet the conditions of their offer and their place is not confirmed, they are entered into **Clearing**.



# Clearing process

- Places secured via Track.
- A verbal agreement following initial direct contact must be made.
- Eligible applicants will have a ten-digit Personal ID number (PID) and a six-digit Clearing number.
- Should be able to quote both to the universities they contact.



# Adjustment

- Each year, some applicants pass their exams with better results than expected.
- This may mean some will have not only met the conditions of their firm choice, but will have exceeded them.
- The Adjustment process is for these applicants – it provides an opportunity for them to reconsider where and what to study.

For full details go to [www.ucas.com/adjustment](http://www.ucas.com/adjustment).

# More support and guidance

A blurred background image of a modern university building with large glass windows and a staircase. Several students are visible in the background, some walking and some sitting on the stairs.

Contact UCAS' Schools Team:

UK advisers: 0345 123 8001

Non-UK advisers: +44 330 333 0239

Email: [adviserhelp@ucas.ac.uk](mailto:adviserhelp@ucas.ac.uk)

Visit [www.ucas.com/advisers](http://www.ucas.com/advisers) to:

- understand more about the application process
- access Apply for advisers
- download [guides and resources](#)
- access information on [training](#) and [conferences](#)
- access [Adviser Track](#) and [reports guidance](#)
- get the latest news updates on the education sector
- access [key dates for applicants](#)
- see examples of applicant letters



Thank you