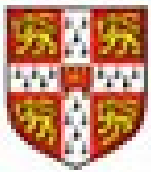


NAME:

UCAS



UNIVERSITY OF LEEDS



UNIVERSITY OF
CAMBRIDGE



University of
Northampton

29 and 30 June 2020

Student Guide



The
University
Of
Sheffield.



UNIVERSITY OF
LINCOLN

**Sheffield
Hallam
University**



**BISHOP
GROSSETESTE
UNIVERSITY**



**University of
Bedfordshire**



**DE MONTFORT
UNIVERSITY
LEICESTER**

**NOTTINGHAM
TRENT UNIVERSITY**



The logo of Loughborough University, featuring a stylized 'L' in dark blue and red.
**Loughborough
University**



**Anglia Ruskin
University**

Future Festival Booklet Contents

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Introduction to Personal Statements

The personal statement is your opportunity to tell universities, colleges and employers about your suitability for the course(s) and jobs that you hope to apply for. You need to demonstrate your enthusiasm and commitment, and above all, ensure that you stand out from the crowd, therefore making a competitive application.

Some course tutors and employers find personal statements and application letters crucial when making decisions. Since you do not know who will be looking at your statement, the safest thing is to do a good job. For many UCAS courses, interviews are becoming more popular and your statement could secure you an interview or a place on the course.

The Assistant Registrar for Undergraduate Admissions from University of Warwick says: *'For highly competitive courses which attract applications from many more candidates than there are places, comparing all applicants' personal statements helps us to identify the most committed and suitable candidates.'* If you are offered a conditional place and narrowly miss the required grades for the course, the university is likely to look at your personal statement again to see if your interests and experience demonstrate any extra skills that could help you on the course. Remember that the person reading your statement is an expert in your chosen area of interest so they will want to know the reasons why you have chosen the subject.

IMPORTANT: UCAS put all applications through similarity detection tests, which identify statements that have been copied from another source. Do not be tempted to copy another person's application materials, or download your personal statement from a website. There could be serious consequences to using other people's work. If any part of your personal statement appears to have been copied, UCAS will inform all the universities and colleges that you have applied to. They will then take the action they consider to be appropriate.

PD: Starting Questions for your Personal Statement

1. Writing about the course

- What subjects are you interested in?

- Why do you want to study that subject/those subjects?
 - Subject 1

 - Subject 2

Why do you think you're suitable for the course(s)?

What are you studying that is relevant to that course?
(Things you learn about in school, your A Level studies)

Have you taken part in any other activities that demonstrate your interest in the course(s)? What do you do outside of class that is relevant to that course?
(This could be reading, extra-curricular activities, interests you explore outside of school)

3. Hobbies and Interests

Make a list of your hobbies, interests and social activities. Then think about how they demonstrate your personality, skills and abilities. Link them to the skills and experience required for your course(s).

4. Work Experience

Include details of jobs, placements, work experience or voluntary work, particularly if it's relevant to your chosen course(s). Try to link any experience to skills or qualities related to the course.

5. Future Plans

If you know what you'd like to do after completing the course, explain how you want to use the knowledge and experience that you gain.

What to Include

Writing about the Course/Job

- **Why you are applying for your chosen course(s):** This is particularly important when you are applying for a subject that you have not studied before. Tell the university/employer the reasons why that subject/job interests you and include evidence that you understand what is required to study the course or the job, e.g. if applying for psychology courses, show that you know how scientific the subject is
- **Why does this subject interest you:** perhaps you have read a book or are interested in a particular area of the course
- **Why you are suitable for the course/job:** tell the universities/employer the skills and experience you have that will help you to succeed on the course/job
- **Do your current or previous studies relate** to the course(s)/job that you have applied for?
- Have you taken part in any other **activities** that demonstrate your interest in the course(s)/Job?
- **Why** you want to go to university/college or work for a particular company?
- Any **work experience/paid work** which demonstrates your eligibility for the course

Skills and Achievements

Universities like to know the skills you have that will help you on the course, or generally with life at university. List these skills here and any supporting evidence to back up why you are so excited about the courses you have chosen. Include any other achievements you're proud of, positions of responsibility that you hold or have held both in and out of school, and attributes that make you interesting, special or unique. Include skills and achievements you have gained through activities such as:

- Duke of Edinburgh Award
- Sixth Form Committee Roles
- Sports Leaders Awards
- World Challenge/Outlook Expedition
- Young Enterprise
- Achievements that you are proud of, e.g. being selected for the county cricket team (but remember to say how it is relevant)

- Year 12 Leadership and Year 13 Buddy System (skills they have given you)
- Positions of responsibility that you hold/have held both in and out of school, e.g. student council representative or representative for a local charity.

Work Experience, Interests and Future Plans

Include details of jobs, placements, work experience or voluntary work if it is relevant to your chosen course(s) or job. If you know what you'd like to do after completing the course, explain **how you want to use the knowledge and experience that you gain**. Try to **link any experience to skills or qualities** mentioned in the Entry Profiles. For example, rather than just saying:

'I spent two weeks working at a department store. I enjoyed speaking to customers and helping them with their enquiries'

You could say:

'Having spent two weeks managing customer enquiries at a department store, I learnt how to interact with customers and handle complaints. The experience highlighted the importance of positive communication between a business and its customers, and taught me how to manage difficult enquiries effectively. I would like to develop this skill further by studying a degree in public relations.'

Think about how your hobbies, interests and social activities demonstrate your skills and abilities. If there is anything that relates to your course/job or to the skills needed to complete a higher education course, include it - the more evidence the better. The Assistant Registrar for Undergraduate Admissions from University of Warwick says that:

'The strongest applicants are those who can link their extra-curricular activities to their proposed course or application.'

Your statement will be more convincing and personal if you write about why an experience, activity or interest makes you a good candidate for the course or position. Include enough additional information to make it interesting and to demonstrate your own interest. Rather than making a statement such as:

'I enjoy badminton'

Try to provide context and show what you have learnt:

'I play badminton twice a week with a club that plays in local competitions and I play in both singles and doubles matches. Doubles matches requires good team working, an ability to support your partner, to devise a game plan but be able to adapt it as required and fast reactions. I enjoy the social side of the club and take responsibility for organising the social activities and fundraising events. This gives me an opportunity to develop my organisational and planning skills. Fitting in all these activities while keeping up with my academic studies demands good time management and I think I do that very well.'

Conclude your Statement

Finish by reiterating your interest in the course or vacancy - it summarises your application. It is your final chance to “clinch the deal” and assure them that you have put a great deal of time and effort into this decision.

Key Points

- Be **persuasive**
- Clearly identify all of the reasons why you think **you are an ideal candidate** for the course or job
- Keep it short and **to the point**.

Example Conclusions

University education will allow me to study human biology topics to a greater depth, and access current and topical research. This opportunity of laboratory experience will develop my practical and analytical ability - skills essential to further studies and my future career. I always aspire to achieve the best I possibly can; an aspiration which I hope will lead to a future filled with success.

I am keen to further my studies at university as I am self motivated with a natural ability to adapt. I feel that I am committed and determined to be successful in whatever I undertake. I think that university will be one of the best opportunities of my life, giving me the perfect foundations of a future career.

I feel that I have the motivation and natural ability to learn and will fit in well to university, as it is a good opportunity to develop myself as a person and prepare myself for a career in teaching, which I am eager to pursue. I believe I have built up a good skill base in which will help me in the future to succeed.

My vivid memory from my own secondary school years is of my technology teacher who was so vibrant and enthusiastic I aspired to be like her. I look forward to expanding on this letter at interview.

Dos and don'ts when writing a personal statement

- **Do** use your **best English** and check your spelling and grammar are correct.
- **Do** be **enthusiastic** – if you show your interest in the course, it will help your application.
- **Do** ask people that you trust, like your teacher/adviser or parent/carer to **read** through what you have written and give you feedback.
- **Don't** exaggerate – you might be **asked about what you have written** if you attend an interview with the course provider.
- **Don't** leave it until the **last minute** – it's a good idea to give yourself time to think about what you write to make sure you don't forget anything.

Top Tips

- Know **what** you want to apply for and **why**
- Convince the reader of your **enthusiasm** for your course/job choice
- Use the **opening paragraph** to grab the reader's attention
- **2/3rds** of your statement should be linked to academic study (university applications)
- Make it **relevant** to the subject you want to study/field you want to work in
- You want to “**read**” or “**study**” a subject, not “do” it
- Link information to your course – how will it help you in your studies? (A Levels, interests, extra-curricular, wider reading, work experience etc.)
- Make each paragraph count
- Use proactive language (see “Words for your Personal Statement/Applications” section)
- Draft and redraft (show the subject teacher your personal statement to check for subject specialist information/terminology)

Get your statement/application letter checked for perfection; select 3 people to look at it such as, parent, subject teacher and form tutor. See the Personal Statement Timeline for tips on managing your time and the deadlines for personal statements. REMEMBER THIS IS YOUR RESPONSIBILITY – Form Tutors and the Sixth Form Team SHOULD NOT have to chase you!

Alternative Words for your Personal Statement/Applications

Key word	Alternative
Develop (ed)	become, broaden, deepen, grown, progressed 'I have broadened my knowledge...'
Enjoy	look forward to, relish, welcome, appreciation, pleasure 'My appreciation of...'
Fascinated	absorbed, attracted, inspired, motivated, enthused 'I am particularly motivated by...'
Gained	acquired, discovered, realised, recognised, attained '...through this I have acquired...'
Good	benefit, great, improve, success, secure '...evidencing my secure understanding of the Harvard Referencing System.'
Interested	active in, attracted, curious, motivated 'I am active in...'
Interesting	absorbing, appealing, challenging, thought provoking '...which I find incredibly thought provoking.'
Particularly	exceptionally, mainly, often, strongly '...which I find exceptionally...'
Plan	consider, organise, strategy, approach '...implemented a strategy...'
Study	examine, investigate, research, specialise, survey 'I aim to specialise...'
Topic	content, issue, matter, point, theme '...a particular matter which...'

Logging onto UCAS

Before you start you will need the following:

1. GCSE results and the exam board certificates (e.g. Maths, AQA)
2. Other qualifications (e.g. CSLA, EPQ)
3. Names of any previous schools you have taken exams at
4. Your predicted grades for A Level

OKAY YOU ARE READY TO REGISTER

IP Address: www.ucas.co.uk

You have a PowerPoint to guide you through the registration process, save it somewhere that you will remember.

BUZZWORD: AMVC2021

Follow the instructions carefully and start to input each section, starting with:

PERSONAL DETAILS

- Check email address (**correct / sensible**)
- **Record your username and password somewhere safe in case you forget it**
- Input A Levels you are sitting next year (**pending**)
- Section that asks reference numbers – leave blank
- Don't need to fill in passport details
- Student Support fees – **OPTION 2** for most students
- Ensure correct LEA (Peterborough)
- Criminal Record Box (**do not tick**)

Once this is complete you can begin the other sections. **Remember to check entry requirements, it is important you are realistic with your course and university selection.**

<https://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement>



PREPARATION FOR EMPLOYMENT

PREPARATION FOR EMPLOYMENT

A huge thank you to all the organisations supporting Arthur Mellows
Future Festival 2018





PREPARATION FOR EMPLOYMENT

Preparation for Employment - your first job

The job market is a wide world of opportunities and challenges. The first thing is work out what you would like to do, based on your interests and skills.

Don't worry that you are committing yourself for life when you take a job. Those days are long gone. Always keep an open mind and look for potential career development opportunities. To make a good career choice, you need:

- A clear understanding of your skills, ambitions, personality and limitations
- A good understanding of the range of career routes available
- The ability to match your skills with the opportunities out there

It's all about the experience

Everyone needs to start somewhere, so don't expect to walk straight into a management role, no matter how good your qualifications. Be prepared to work your way up the ladder and never miss the chance to chat to colleagues and learn from them about the different opportunities on offer.

Work experience is a great way to get your foot in the door. Work placements are respected by potential employers as they prove that you've got initiative. Placements can often turn into full time jobs, so make the most of the opportunity to impress. They may remember you when a position becomes available in the future.

Once you've found an industry and company that appeals to you, start searching and applying for jobs immediately. If there is nothing available, it's always worth writing prospective letters to companies to see if there are any roles available that aren't currently advertised that would be suitable for someone with your skills.

Useful Websites for careers

<https://www.monster.co.uk/career-advice/>

<https://www.prospects.ac.uk/planner>

<https://nationalcareersservice.direct.gov.uk/>

<http://www.careerpilot.org.uk/>

<http://www.educationplanner.org/students/career-planning/find-careers/career-clusters.shtml>

<https://www.thebalance.com/career-planning-4074039>

<https://launchyourcareer.com/>

Higher and degree apprenticeships: the basics

If you thought apprenticeships were just for 16 year-olds leaving school, it's time to take another look

Apprenticeships offer a valid alternative to university, with the qualifications to match.

If you choose a degree apprenticeship, you still get to graduate with your cap and gown, along with several years of work experience under your belt.

First and foremost, though, an apprenticeship is a job with substantial training and the development of transferable skills. It's a way to earn and learn, gaining a real qualification, long-term career path and the possibility for higher earnings.

And, best of all, no university debts: you'll have been earning for the length of your apprenticeship and there are no tuition fees.

What is an apprenticeship, exactly?

An apprenticeship is a combined package of work and study. As an

apprentice, you'll be employed by a company and paid a wage for the work that you do. Apprenticeships are available across the UK, but this guide focuses on England.

How does it work?

You'll spend most of the week at work (a minimum of 30 hours) watching, learning and getting stuck in. You will be learning from colleagues across all levels of the business, typically working closely with someone more senior who will review your progress and coach you.

You'll also spend time attending college, a university or training provider, training at work or online. Some apprenticeships use a combination of options; your employer will decide which method works best.

What could I earn?

If you're aged 16-18, you'll earn at least the minimum wage for apprentices (£3.50 per hour*) but many companies pay more than this, particularly for higher level apprenticeships:

- An aerospace engineering apprentice at BAE Systems UK can earn £21,971 per year.
- A higher accountancy apprentice can earn over £13,000 per year.
- A software engineer apprentice can earn £14,500 per year.

In fact, you could potentially earn upwards of £300 per week plus your employer and the government pay your tuition fees, meaning no university loans for you!

In contrast, English students taking a full-time university degree pay around £9,000 per year in tuition fees, as well as day-to-day living, rent and travel costs.

* National Minimum wage for apprentices will increase on 1 April 2017 to £3.50 per hour.

Many employers advertise roles with a 'competitive salary'. This could mean the salary and benefits will be in line with similar roles for other organisations or that it depends on your current skills and experience.

The good news is that new funding rules mean you're likely to see more employers offering apprenticeships in 2017 than ever before.

Benefits may include a pension, access to a car, leisure facilities or a relocation allowance if you have to move.

Apprentices are entitled to the same rights as other employees: a contract of employment and at least 20 days paid holiday per year, plus bank holidays.

Apprenticeship discounts

You'll be classed as an employee, rather than a student, so you won't be entitled to student discounts, but the National Union of Students (NUS) has now brought out an NUS Apprentice Extra Card.

For £11 per year you can get discounts on lots of brands.

See more at apprenticeextra.co.uk. You may also be eligible for discounts on public transport, with many schemes running on a local basis, like the Apprentice Oyster photo card in London, which gives apprentices 30% off certain journeys.

What grades do I need?

Academic requirements vary from programme to programme. Some

apprenticeships are awarded purely based on how you perform at interview.

- Unilever requires five GCSEs including English and maths and two A-levels
- Deloitte requires 260 UCAS points, GCSEs in English language (grade B) and maths (grade C)
- Network Rail requires A-level grades A-C, plus maths and English GCSEs minimum grade C.

Over the past three years, 56,200 people have started a higher or degree apprenticeship. The government has pledged to create 3 million apprenticeships across all levels by 2020.*

* Statistics from GOV.UK



89% of apprentices were satisfied with their apprenticeship; 97% of apprentices said their ability to do the job had improved and 92% of apprentices said their career prospects had improved.*

* Statistics from GOV.UK

What levels are there?

All apprenticeships include elements of on the job and off the job training, leading to industry recognised standards or qualifications. Some apprenticeships also require an assessment at the end of the programme to assess the apprentice's ability and competence in their job role.

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at grade A*– C or 9 – 4
Advanced	3	2 A level passes/Level 3 Diploma/ International Baccalaureate
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

Some useful websites

<http://www.aimapprenticeships.co.uk/>

<http://www.theskillsservice.co.uk/stand-out/>

<https://www.notgoingtouni.co.uk/>

<https://www.gov.uk/apply-apprenticeship>

<http://www.apprenticeshipguide.co.uk/>

<https://amazingapprenticeships.com/>

Notes:

Write down any login and passwords for sites you may be asked to register with and email addresses from the visiting businesses

Top Tips to Write a Winning CV

Writing a winning CV can make all the difference between being put forward for an interview or not. No matter how good you are for a position, you will never be able to make a case for yourself unless you get that all-important interview in the first place. As such, your CV is the most important document you can write when job hunting.

Remember:

Keep your CV to one A4 page (Employers spend on average 8 seconds looking at a CV)

Consider this structure:

- Contact details (make sure your email address is sensible)
- Personal statement
- Experience
- Education
- Achievements
- Hobbies and Interests
- References

Absolutely NO spelling mistakes. Proofread and triple check your CV for mistakes.

Ensure the formatting looks professional.

Tell the truth.

Don't forget volunteer work, extra-curricular activities, part time jobs, extra courses completed.....

How to Prepare for an Interview

“What do you know about the company?”

You are certain to be asked specific questions about your potential employer, so make sure you've done your homework. Nothing is as disappointing as when a candidate oozes enthusiasm and then doesn't even know the most basic facts and figures about a company.

The company's website is the best place to start. It shows the company as it would like to be seen and the products and services they offer. You may also be able to use the site's search facility to discover more about the person or people who will be interviewing you. You should spend some time looking online for any other information you can find about the company and industry, both of which will impress at the interview.

Preparing yourself...

This is the bit most people forget to give enough time to, so don't get caught out. Just like when you're going into an exam, feel confident that you can field any question they throw at you, and try to feel as good about yourself as you can. It really does shine through. Here are a few top tips:

- Be prepared for a telephone interview and make sure you have arranged it at a time where you are in a quiet place with good mobile reception.
- Be sure you know the time, date and location of the interview and the name of interviewers.
- Decide how you will get there and when you need to set off to arrive in good time, anticipating any delays. Do a dummy run if necessary.
- If you look good, you tend to feel good too. Avoid any last-minute panic by preparing [what you're going to wear](#) the night before.

Be methodical...

Sit down with your CV and make notes, just as if you were preparing for an exam. Study your work record and what you have achieved. How do you see yourself? What have you done? What ambitions do you have? Make notes and prepare and rehearse sound bites about yourself. Do this out loud, even if it feels a bit weird. Try to relate specific areas of your CV back to the job description. It will make it clear to the interviewer why they should hire you.

One of the most common interview questions is "Tell me about yourself". Prepare a balanced and succinct answer to this question, not a life history. Keep it business-like and don't stray into personal feelings or family relationships. Avoid anything to do with politics or religion. Interviewers use this question to learn about your personal qualities, not your achievements - they should already have those from your CV.

Notes...

Timeline

TODAY

- Start your journey to a winning personal statement / CV
- Begin answering the questions in this booklet (personal statement)

Before
September

- Choose your subject, review entry requirements and ensure you have the qualities they're looking for. (UCAS search tool/universities' and colleges' websites/person specification)
- Write your first draft of your personal statement / CV

Before
October

- Attend events/conventions/open days (all virtual tours / dates published on universities' websites). Ask the tutors what they want to see in a personal statement at the events. Make a LIST of what they're looking for (use the questions in this booklet to help you)

12/10/20

- SUBMIT YOUR FINAL FIRST DRAFT TO YOUR TUTOR

- Make changes to your statement, check the length is no more than 4000 characters or 47 lines (keep pasting it into UCAS). Regularly show your tutor your re-drafts

7/12/20

- DEADLINE FOR UCAS! This is your deadline for completing all sections and sending. Remember that you need to pay too. For 2019 entry, the application fee is £18 for a single choice, or £24 for more than one choice.

Important Dates



June	29 and 30 – Future Festival 2020
July	1 – UKCAT testing begins (Medicine and Veterinary Medicine/Science)
August	13 - Results Day (End of Year 12)
September	8 – completed applications can be submitted to universities/colleges (UCAS) 30 – online booking for UKCAT closes AMVC Careers Fair
October	1 – registration closes for the BMAT (Medicine and Veterinary Medicine/Science) and deadline for conservatoire Music applications 12 - first draft of Personal Statement deadline/CV to form tutors 15 - Oxbridge and Medicine, Veterinary Medicine/Science and Dentistry application deadline
November	Date TBC - Skills show , Birmingham NEC
December	7 - all UCAS applications complete Mock Interviews Mock Exams
February	UCAS Extra opens
March	Interview Day for Prep for Employment students
April	Accept / reject offers (FIRM and INSURANCE) Prep for Employment Morning (Including live apprenticeship vacancies)
May	Study leave Exams Offers not accepted will be withdrawn
June	Exams Peterborough Skills Service - Careers Fair
August	A Level results day / UCAS Clearing vacancies are displayed