



Sixth Form  
Cadbury College

# THE GUIDE 2011-2012



Congratulations you are now in your final year at Cadbury College. Now it's time to turn your attention to the next step. This time next year you will have completed your studies and left Cadbury College. Whether you are considering a course in Higher Education, looking for employment or taking a Gap Year you will have to research and plan the next step.



This booklet concentrates on applying to university but during the year you will be given advice and guidance about seeking employment and planning a gap year. Whether you are applying to university or not it is important that you start to think about what you intend to do next, do it now don't leave it until the end of the academic year.

If you are applying to university talk to subject staff and students with similar interests and learn something of the opportunities that exist to study these subjects in greater depth after you leave Cadbury College.

You should also consider courses which are not directly linked to the subjects you are studying for A-Level and talk to careers staff to discover what is available.

You should now familiarise yourself with the procedures outlined in this booklet and with the timetable of events which leads to the submission of applications this term.

All applications will be made electronically on the internet using UCAS 'APPLY'. This booklet guides you through the process.

***You need to be aware that:***

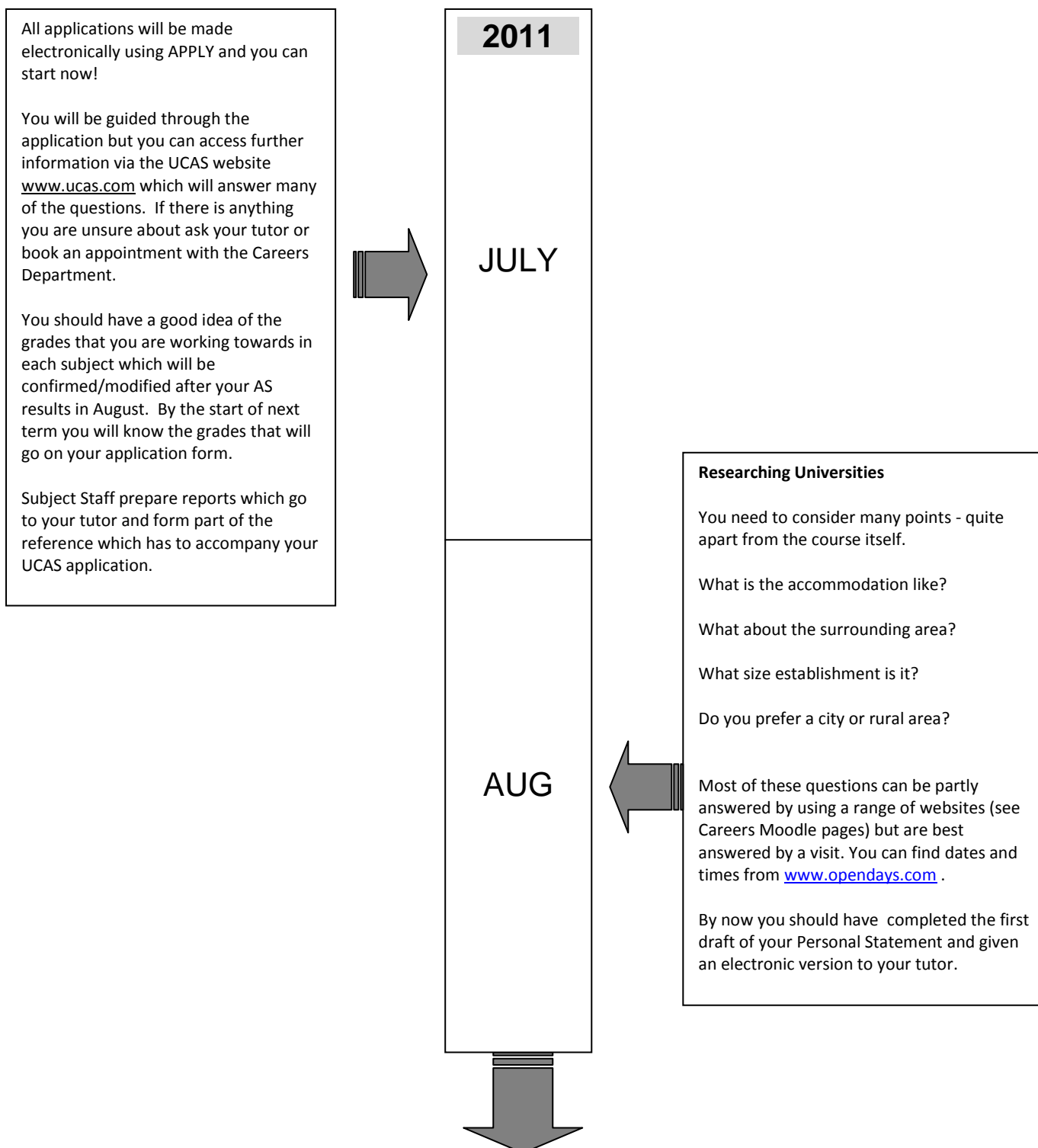
- *Any attempt by applicants to provide false or misleading information could lead to cancellation of their application. UCAS reserve the right to cancel an application without refunding the application fee.*
- *If UCAS or a university or college believe that an applicant has left out any relevant information or given false or misleading information, UCAS may take any necessary steps to check whether the information given is accurate and complete.*
- *UCAS and the universities and colleges may at any time ask the applicant, their referee or their employer to provide more information about the application (for example, proof of identity, status, qualifications or employment history). If UCAS do not receive that information by a set date, or if the information is not satisfactory they reserve the right to cancel the application without refunding the application fee.*
- *Along with other verification checks for identity and academic qualifications UCAS carry out checks to verify that personal statements are the applicants' own work. If UCAS have cause to question an application they will contact the applicant and at the same time inform all the universities and colleges to which the applicant has applied, who will then take any action they consider appropriate.*

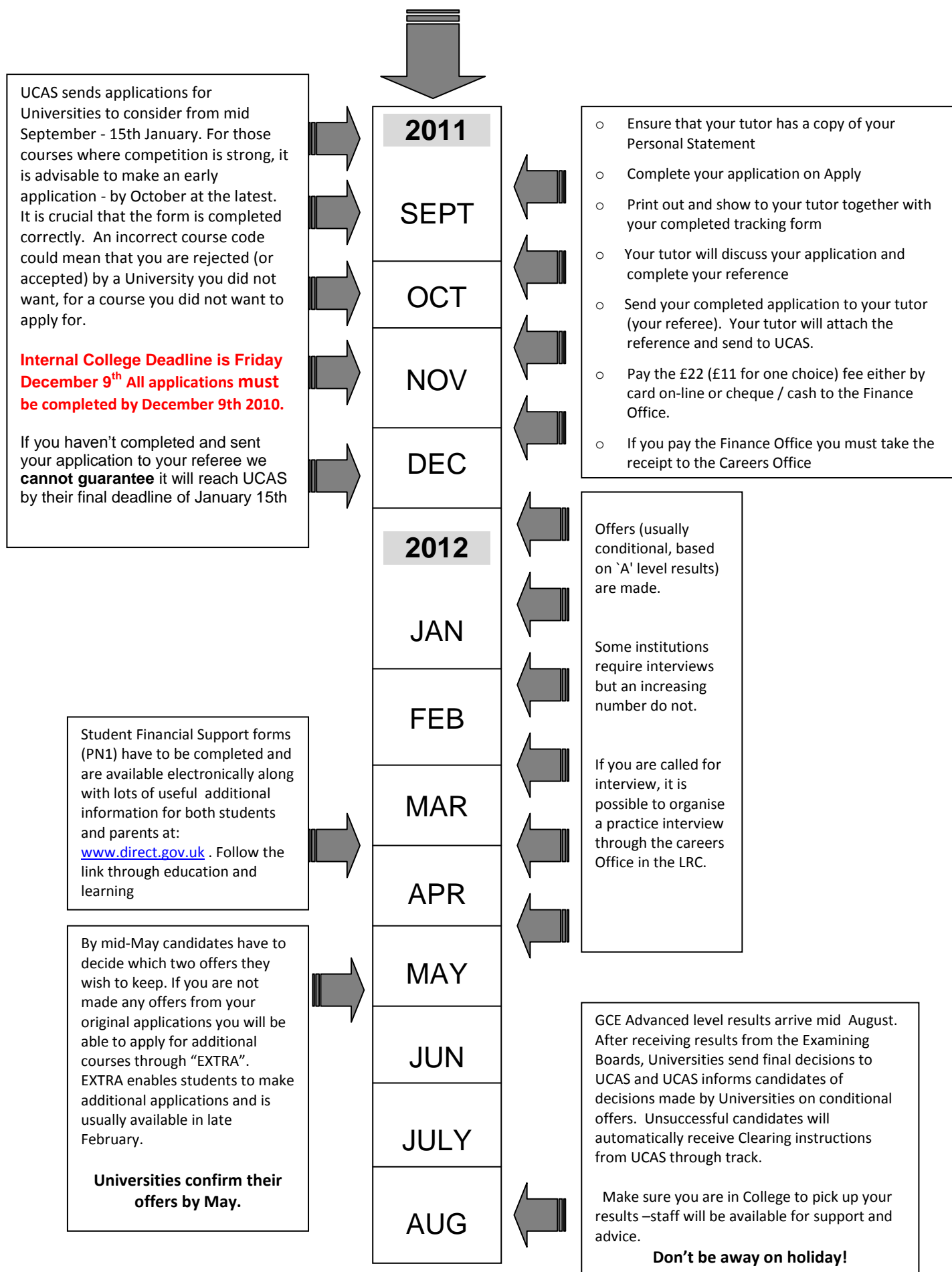
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## 1. APPLYING TO UNIVERSITY

The following notes do not necessarily apply to applications to Cambridge and Oxford. Please see page 8 for further details.





## 2. OXFORD OR CAMBRIDGE

If you are applying to Oxford or Cambridge (you cannot apply to both) the closing date is **October 15<sup>th</sup> 2011**, which is earlier than the deadline for other UCAS applications. Applications must be with your tutor by **September 30<sup>th</sup>** at the very latest.

Anyone considering applying to Oxford or Cambridge must see Andy Cookson as soon as possible.

## 3. MEDICINE, DENTISTRY & VETERINARY SCIENCE

As you will be aware competition for these places is very high and you will need to prepare extremely well. This year the college is again offering a special programme of advice and preparation for those who wish to apply for Medicine and Dentistry. For applicants applying to start courses in 2012, most medical and dental schools are asking students to take an on-line computer test called UKCAT before they send in their UCAS application. We will be providing advice about this test. Any student who is not already involved in our Medicine/Dentistry programme should go the careers office as soon as possible.



Please make sure you have read “Applications for Courses in Medicine, Dentistry and Veterinary Science” in the UCAS handbook.

In 2011/12 applicants will be able to make a maximum of **four** medical, or dental, or veterinary science applications. UCAS recommends that all applicants should use their remaining choices for other, non-medical, courses without prejudice to their applications.

**Important Note** – Some universities require an additional test (BMAT) to be taken for admissions into Medicine and Veterinary Science. This is required by:

- University of Cambridge
- University College London
- University of Oxford
- Imperial College London
- The Royal Veterinary College
- University of Bristol

If you are considering applying to any of these universities for Medicine or Veterinary Science, please come to the Careers Office as soon as possible.

Applications must be with your tutor by **September 30<sup>th</sup>** at the very latest as the closing date is 15<sup>th</sup> October 2011.

## 4. TEACHER TRAINING COURSES

Teacher training courses are offered by Universities. You need to look carefully at the prospectuses published by individual institutions because there are many different courses available. Remember that you must have GCSE Grade C or above in English, Mathematics and a Science subject. If you are intending to teach in the primary sector you will need to offer at least one National Curriculum subject at A Level. It is also important to have completed some recent work experience working with children.

## 5. ART & DESIGN COURSES

The majority of our students apply first for a 1 year "Foundation Course" at a local College of your choice directly - usually in the Spring Term of your final year or when you feel you have a good portfolio of course work.

Some students do make applications for 'direct' entry to Art and Design courses through UCAS (3 year BA/2 year HND).

Applications for all art & design courses should reach UCAS:

between early September 2011 and January 15<sup>th</sup> 2012

or

by 24<sup>th</sup> March 2012.

The deadline applicable to each course is given in "course search" on the UCAS website.

The onus is on you to make sure that you apply the correct deadline for each application.

***This is a complex area and if you are considering applications for Art, Design and for some Media courses it is essential that you either consult subject staff or seek further guidance from the careers staff.***

## 6. LAW

Some Universities require all students applying for Law to take a LNAT test (involving analysis of extracts and an essay), in addition to their A-levels. This test will be available early in the Autumn term, and applies to the following Universities:

- University of Birmingham
- University of Bristol
- Durham University
- University of Glasgow
- King's College London
- University of Nottingham
- University of Oxford
- University College London

**Testing for LNAT opens 1<sup>st</sup> September** – check precise details on [www.lnat.ac.uk](http://www.lnat.ac.uk)

## 7. NURSING

There is now only one way of applying for nursing: both degree and diploma nursing are all through UCAS.

Nursing diploma courses are slowly being phased out and as from September 2013 all nursing programmes will be degree only.

**Important dates:**

During one of the initial sessions about HE, you will be given a series of deadlines. Make sure that you are aware of these by completing the following table:

UCAS opens for applications for entry 2012	
Deadline for applications to Oxford or Cambridge	
Deadline for applications to Medicine, Dentistry & Veterinary Science	
Deadline for all applications to UCAS	

In September you will be given your current provisional UCAS grades. However, you should also have a good idea yourself of your performance and likely grades in each subject.

September Activity:

Your AS grades should give you an indication of your provisional UCAS grades

My current provisional UCAS grades based on my AS results are:

Subject	Provisional UCAS Grade	UCAS points
<b>Total UCAS points</b>		

All students can apply for up to five different courses. Look carefully at your total UCAS points and devise an application strategy such that will enable you to apply to a range of courses/universities.

Optimistic (above your total UCAS points)	
Optimistic (slightly above your total UCAS points)	
Realistic (approximately the same as your total UCAS points)	
Realistic (approximately the same as your total UCAS points)	
Pessimistic (below your total UCAS points total)	

## 9. USING APPLY

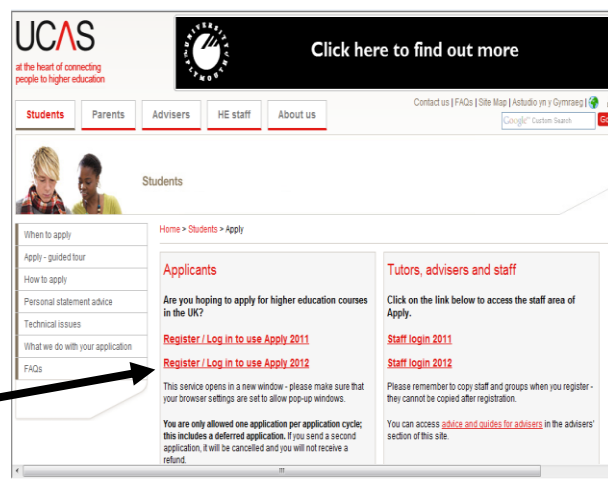
All applications have to be made using APPLY. There is no paper option. The 2012 APPLY is now available.

The initial process should be completed as soon as possible.

Go to **www.ucas.com** home page and select

**APPLY**

Select **“Register/login to use Apply 2012”**



Click on **register** at the bottom of the page– this opens the ‘register welcome’ page. (do not put in username and password at this stage)

Read the first page and click on **NEXT**

Terms and Conditions – at the bottom of the page tick **‘I accept the terms and conditions.’**  
Click **NEXT**

**Initial Details** – complete all these compulsory fields and click on **NEXT**.

**Previous contact with UCAS** - click on **“I have neither of the above”**  
followed by **NEXT**.

**Postal Address** – select **“UK”** click on **NEXT**.

**Your post code** – add your House number and postcode and click on **NEXT**.

Select home address.

Confirm home address by clicking on **NEXT**.

**Add contact details** – telephone/mobile/email etc click on **NEXT**

The next page is really important – you have to decide on your **password** and **FOUR** different security questions. It is essential that you record each of these in the Grid on Page 11 – it may also be a good idea to store them in your mobile phone too!

When you have completed this click on **NEXT** and it should take you to the “Register – Success” page – which gives you your **username**. Write it in the table on page 11. You will not be able to get into APPLY without it.

Then go to “[log in now](#)”

This takes you to the “**How are you applying?**” page – click on “[Through my school/college](#)” followed by **NEXT**

You will then be asked for your buzzword which is “**cadbury2012**”, then click on **NEXT**.

It will ask you “[Are you registering through Cadbury Sixth Form College?](#)” to which you reply **YES** and then click on **NEXT**.

Please select your tutor group/application group. Select your **tutor initials** and then click on **NEXT**.

You will then get your **Personal ID Number**. Make sure you record this in the table below.

Click on and read:

- Completing your application form
- Applying through a school, college or organisation
- Deadlines for submitting your application

You can now log out and your details will be saved.

or

You can now start your application by selecting one of the 6 sections that you have to complete. If you choose to do this - start with “[Personal Details](#)”

<b>Security questions</b>	
Complete this and keep it safe.	
Username:	
Password:	
Personal ID No:	
Answers to security questions:	
1.	
2.	
3.	
4.	

## 10. APPLY – Personal Details

Log on to APPLY and in the top left hand corner are the 6 sections that you have to complete.

The first section "Personal Details" can be completed now. The sections are fairly straight forward and the only problem comes in the section under "STUDENT SUPPORT" where you have to inform UCAS how your fees will be paid.

For almost all students this is selected from the drop down menu as "**02**" and it will appear as : "**02UK.Chl.ioM or EU Student Finance Services**" – *it is vital that you get this right.*

Immediately below, click on **SEE LIST** and select the correct Local Authority. For most students it will be Birmingham but depending where you live it might be Solihull, Sandwell or Worcestershire.

***You do not have to fill in your unique learner number.***

When you have completed all the compulsory sections, at the bottom of the page click "section complete" followed by **save** and a  should appear in the box alongside "Personal Details" in the top left hand corner of the screen.

Details of what this section actually looks like on screen are in Appendix 1 at the end of this booklet.

You should also complete the section "Additional Information" – there are only 3 compulsory sections that have to be completed.

When you have completed all the compulsory sections, at the bottom of the page click "section complete" followed by **save** and a  should appear in the box alongside "Additional information" in the top left hand corner of the screen.

## 11. APPLY – Education

The section on “qualifications” is particularly difficult in that GCSE and AS and A-level qualifications are hidden within GCE qualifications.

Before adding any qualifications you have to add your previous secondary school (& dates) and also Cadbury College (& dates). You can do this by:

- Select >add a new school/college and click on “**find**” and type in the name of your previous school in the search box and click on **search**.
- Put in start and end dates
- Repeat the process for Cadbury College

You can now complete the section giving details of the qualifications that you gained before coming to Cadbury College. These are fairly straightforward but you must be certain of the grades and the exam boards.

You can also enter your AS subjects. Click on **GCE Advanced Subsidiary** (first award 2001). You must enter ALL the AS subjects that you are doing including any you completed last year. Put in the grades for those completed. **You do not need to add any individual Module results.**

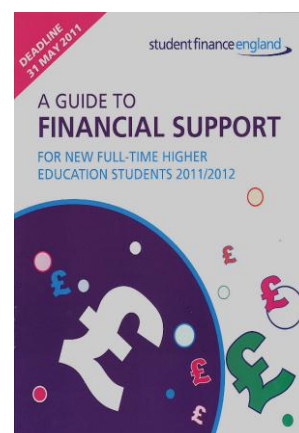
Now enter the A-Levels you are taking (GCE Advanced Level) **Do NOT put in any grades** – mark as ‘pending’.

When you have completed all of your GCSE qualifications and entered all of your AS subjects and A-Level subjects – it should look like Appendix 2.

## 12. Student Finance

Information and guidance about student finance will be given out during the first term in the next academic year.

You will each receive a booklet similar to the one illustrated to the right which introduces Student Finance England and gives you information about how to apply – for more information look at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) or telephone 0845 300 5090.



Personal Details

APPENDIX 1

**Personal details**

Choices

Education

Employment

Statement

Pay/Send

View all details

Help

Options/Opssynau

**Key**

Completed

In progress

Not started

Help

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'.

**Personal**

Title\*  ?

Gender\*  ?

First/given name(s)\*  ?

Surname/family name\*  ?

Previous surname at 16th birthday  ?

Postal address\*    ?

Is your permanent home in the UK?\*  Yes  No ?

Home address (if different from postal address)  ?

Home telephone number  ?

Mobile number  ?

Email address  ?

Confirm email address  ?

Date of birth\*    ?

Country of birth\*   ?

Date of first entry to UK (if not born in the UK\*)    ?

Nationality\*   ?

Dual nationality   ?

Area of permanent residence\*   ?

Residential category\*   ?

**Unique Learner Number**

Unique Learner Number  ?

**Student support**

Fee code\*  ?

Student support arrangements (This field is only available if you select fee code '02 LA, SAAS, NIBo, EU, Chi, toM or Student Finance England')   ?

**Mailings from UCAS**

Tick the box if you want to receive information by text message to your mobile telephone  ?

Tick the box if you want to receive information by email  ?

Tick the box if you do not want to receive information by post  ?

**Nominated access**

Full name of nominee  ?

Relationship to you  ?

**Criminal convictions**

Criminal convictions  ? Please read the help text. You should tick the box only if you have a relevant criminal conviction.

**Disability/Special needs**

Category\*  ?

Please give details of any special needs  ?

section completed

Education

**APPENDIX 2**

<p>Personal details <input checked="" type="checkbox"/></p> <p>Additional information <input checked="" type="checkbox"/></p> <p>Choices <input type="checkbox"/></p> <p><b>Education</b> <input checked="" type="checkbox"/></p> <p>Employment <input type="checkbox"/></p> <p>Statement <input type="checkbox"/></p> <p>Pay/Send <input type="checkbox"/></p> <p>View all details</p> <p>Help</p> <p>Options/Opsiynau</p>	<p>When you have finished all the entries and entered all of your qualifications, please click on 'section completed' and 'save'.</p> <p>You've added details for 2 school/college(s) so far. You can still add details for 8 more.</p> <p style="text-align: center;"><a href="#">&gt; add new school/college</a></p> <hr/> <p><b>Cadbury Sixth Form College (20167 09/2011 – 07/2012 FT)</b> <span style="float: right;"><a href="#">&gt; edit</a></span></p> <p style="text-align: right;"><a href="#">&gt; remove</a></p> <p><b>GCE Advanced Level</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><a href="#">Art</a></td> <td style="width: 20%;">08/2012</td> <td style="width: 20%;">AQA</td> </tr> <tr> <td><a href="#">Biology</a></td> <td>08/2012</td> <td>AQA</td> </tr> <tr> <td><a href="#">Economics</a></td> <td>08/2012</td> <td>AQA</td> </tr> </table> <p style="text-align: center;"><a href="#">&gt; add GCE Advanced Level</a></p> <p><b>GCE Advanced Subsidiary (first award 2001)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><a href="#">Art and Design</a></td> <td style="width: 10%;">A*</td> <td style="width: 10%;">08/2011</td> <td style="width: 20%;">AQA</td> </tr> <tr> <td><a href="#">Biology A</a></td> <td>B</td> <td>08/2011</td> <td>AQA</td> </tr> <tr> <td><a href="#">Chemistry</a></td> <td>C</td> <td>08/2011</td> <td>AQA</td> </tr> <tr> <td><a href="#">Economics</a></td> <td>B</td> <td>08/2011</td> <td>AQA</td> </tr> </table> <p style="text-align: center;"><a href="#">&gt; add GCE Advanced Subsidiary (first award 2001)</a></p> <p style="text-align: center;"><a href="#">&gt; add qualifications</a></p> <hr/> <p><b>TURVES GREEN BOYS' SCHOOL, BIRMINGHAM (09/2005 – 07/2010)</b> <span style="float: right;"><a href="#">&gt; edit</a></span></p> <p style="text-align: right;"><a href="#">&gt; remove</a></p> <p><b>GCSE</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><a href="#">Art</a></td> <td style="width: 10%;">A*</td> <td style="width: 10%;">08/2010</td> <td style="width: 20%;">AQA</td> </tr> <tr> <td><a href="#">Bengali</a></td> <td>C</td> <td>08/2010</td> <td>AQA</td> </tr> <tr> <td><a href="#">Dance</a></td> <td>D</td> <td>08/2010</td> <td>AQA</td> </tr> <tr> <td><a href="#">Design &amp; Technology</a></td> <td>A</td> <td>08/2010</td> <td>AQA</td> </tr> <tr> <td><a href="#">French</a></td> <td>A*</td> <td>08/2010</td> <td>AQA</td> </tr> <tr> <td><a href="#">Geography</a></td> <td>A*</td> <td>08/2010</td> <td>AQA</td> </tr> <tr> <td><a href="#">Biology</a></td> <td>B</td> <td>08/2010</td> <td>AQA</td> </tr> </table> <p style="text-align: center;"><a href="#">&gt; add GCSE</a></p>	<a href="#">Art</a>	08/2012	AQA	<a href="#">Biology</a>	08/2012	AQA	<a href="#">Economics</a>	08/2012	AQA	<a href="#">Art and Design</a>	A*	08/2011	AQA	<a href="#">Biology A</a>	B	08/2011	AQA	<a href="#">Chemistry</a>	C	08/2011	AQA	<a href="#">Economics</a>	B	08/2011	AQA	<a href="#">Art</a>	A*	08/2010	AQA	<a href="#">Bengali</a>	C	08/2010	AQA	<a href="#">Dance</a>	D	08/2010	AQA	<a href="#">Design &amp; Technology</a>	A	08/2010	AQA	<a href="#">French</a>	A*	08/2010	AQA	<a href="#">Geography</a>	A*	08/2010	AQA	<a href="#">Biology</a>	B	08/2010	AQA
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### 13. CHECKLIST

Have you ....	Tick if done
Have you completed your provisional grade table on page 9?	
Completed your application form?	
Printed off your application and handed it to your tutor?	
Got permission from your tutor to electronically send your application to your referee?	
<b>IF YOU HAVE TICKED ALL FOUR BOXES ABOVE THEN YOU CAN;</b>	
Send your application to your referee	
Pay	

**(NB: Payment of £22.00 (£11 for one choice) is paid by card on-line or by cheque / cash to the college Finance Office. If you pay at the Finance Office you must tell the Careers Office that you have done so and show a copy of your receipt).**