

The UCAS logo is displayed in a white banner with a black border. The letters 'UCAS' are in a bold, sans-serif font. The 'A' is stylized with a red triangle pointing upwards, and the 'S' has a red triangle pointing downwards.

HIGHER EDUCATION

APPLYING THROUGH UCAS

**Parent Information Evening  
Monday 5<sup>th</sup> September**



## > Welcome!

- Mrs Claire Kerr – Depute Head Teacher (S5/6 Year Head)
- Ms Julie McSherry – Principal Teacher of Guidance (Macdonald House)
- Mrs Alice Currie – Principal Teacher of Guidance (Muir House)

## > UCAS - Setting the Scene



**U**niversity &  
**C**ollege  
**A**dmissions  
**S**ervice

- **Central organisation through which applications are processed for entry to full-time higher education (HE) courses in England, Wales, Scotland and Northern Ireland**
- UCAS operate on behalf of all full-time higher education courses at member institutions

**UCAS**

## > Key facts

- Online Application – UCAS Apply
- Number of choices **5**
- Cost **£22.50 / £27**
- Simultaneous consideration
- ‘Invisibility’
- Choice Restrictions:  
Med/Dent/Vet **4**  
Oxford **or** Cambridge
- 1 application per cycle
- Form considered late if submitted after deadline



# UCAS Pupil Guide

- Every S6 pupil has been issued with a UCAS Apply guide. This highlights key information, deadlines and course codes which will allow them to complete their application.



UCAS APPLY

*Online Applications for Higher Education 2022-23*



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A QUICK GUIDE ON HOW TO  
GET STARTED!



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# UCAS - Key dates and deadlines

- **Now** : Through PSE the application process has started
- **6 September**: School can start to submit completed applications to UCAS
- **13 September**: UCAS Exhibition – SEC Glasgow
- **3 October** : Music/Drama Courses - Conservatoire (CUKAS)
- **15 October**: deadline for
  - Medicine, Veterinary, Dentistry
  - Oxford or Cambridge
- **25 January**: main deadline
- **23 February**: UCAS Extra opens
- **July TBC**: UCAS Clearing opens

Admissions test **may** need to be completed prior to applying

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# Bishopbriggs Academy Deadlines

First draft of Personal Statement: Monday 5<sup>th</sup> September

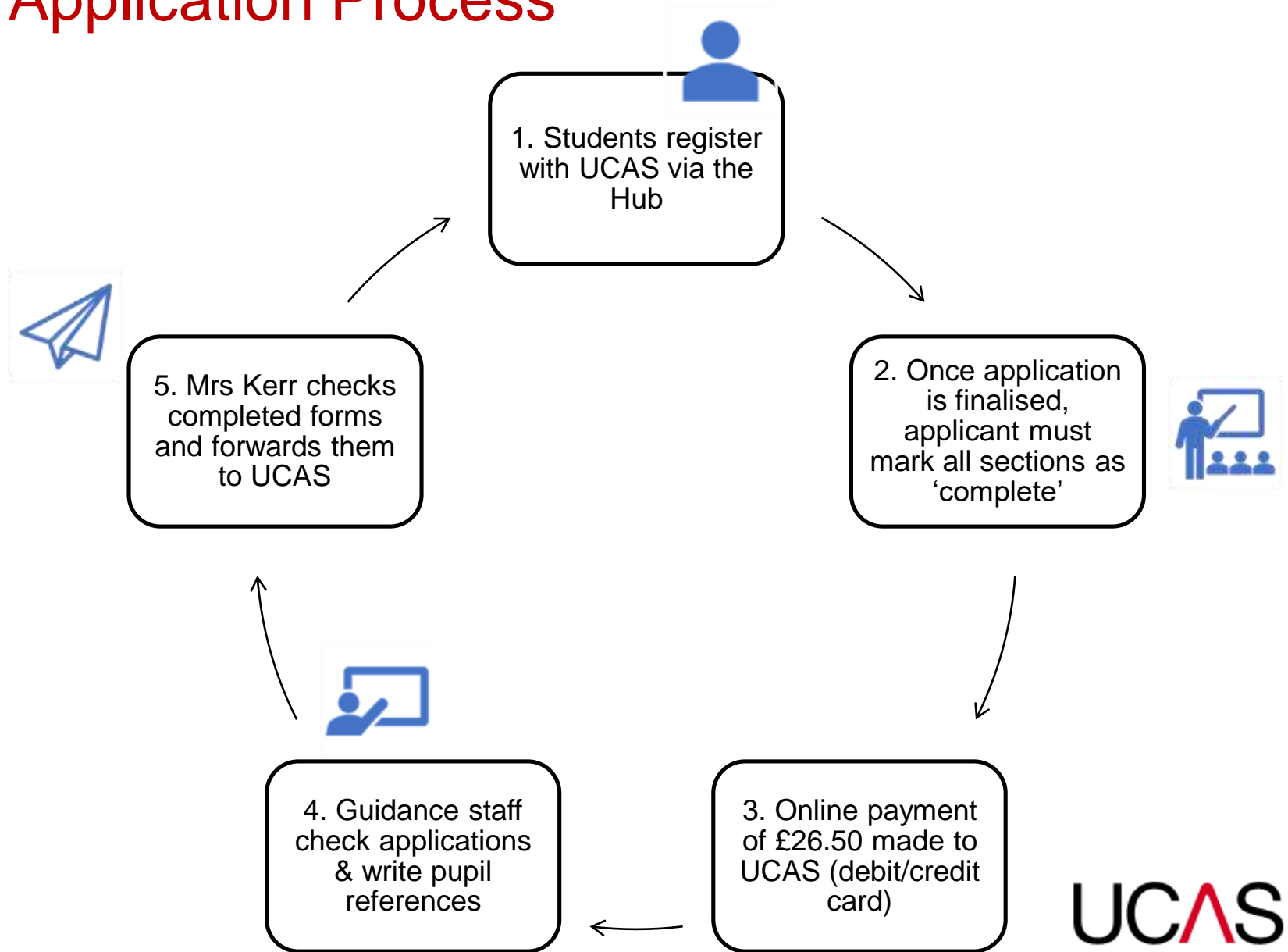
Final Draft of Personal Statement: Monday 3<sup>rd</sup> October

Final submission of application: Monday 10<sup>th</sup> November



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# > Application Process





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# What is my first step?

Research

Research

Research

Research

Research

Research

Research

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Research

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## > Research

### ■ Requires:

- Sufficient time
- Resources
- Organisation
- Knowing where to look / what to look for
- Encouragement and support



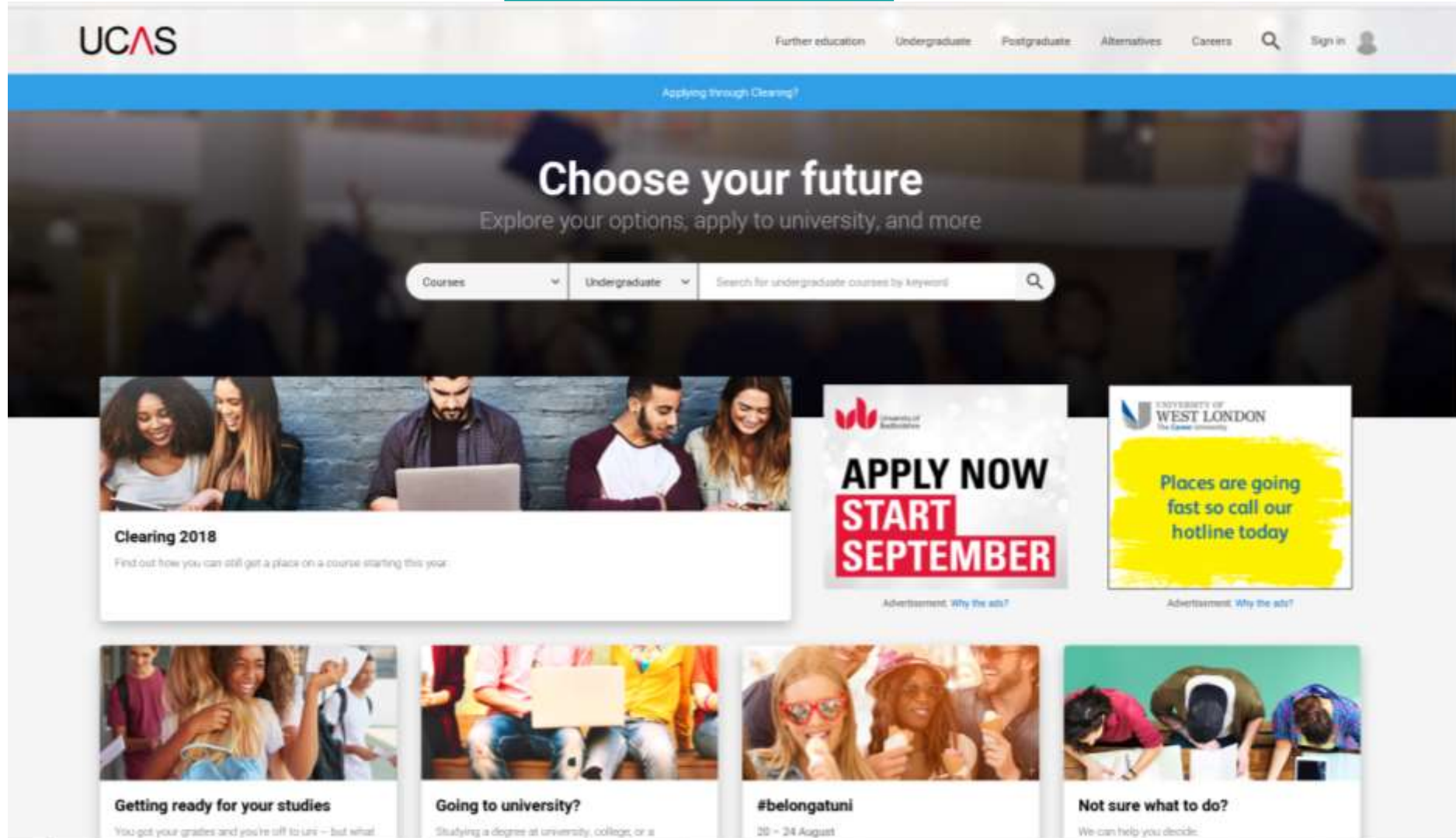
### **REMEMBER:**

Course entry requirements show the **MINIMUM** grades or Tariff points a Higher Education Institution would expect an applicant to have to *even be considered* for an offer. If an offer is made, they could ask for higher grades or points.

## > Research

- Online....
- [www.ucas.ac.uk/students/coursesearch/](http://www.ucas.ac.uk/students/coursesearch/) Ucas course search
- [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) click on 'Learn and Train'
- [www.ucas.tv](http://www.ucas.tv) Ucas TV 'How to' guides
- [www.planitplus.net](http://www.planitplus.net) course advice
- [www.prospects.ac.uk](http://www.prospects.ac.uk) course choice advice based on school subjects
- [www.ukcoursefinder.com](http://www.ukcoursefinder.com) degree suggestions
- [www.unistats.com](http://www.unistats.com) advice on specific universities and courses
- [www.studential.com](http://www.studential.com) sample personal statements
- <http://university.which.co.uk/> advice from uni admissions staff
- Open days
- Study experience
- Work experience
- Word of mouth

> UCAS website [www.ucas.com](http://www.ucas.com)



The screenshot shows the UCAS website homepage. At the top left is the UCAS logo. To the right is a navigation menu with links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', a search icon, and 'Sign in' with a user icon. Below the navigation is a blue banner with the text 'Applying through Clearing?'. The main heading is 'Choose your future' with the subtext 'Explore your options, apply to university, and more'. Below this is a search bar with 'Courses' and 'Undergraduate' dropdown menus, and a search input field containing 'Search for undergraduate courses by keyword'. The page features several promotional tiles: 'Clearing 2018' with a photo of students and the text 'Find out how you can still get a place on a course starting this year'; 'APPLY NOW START SEPTEMBER' with the University of Bath logo; 'Places are going fast so call our hotline today' with the University of West London logo; 'Getting ready for your studies' with a photo of students; 'Going to university?' with a photo of students and the text 'Studying a degree at university, college, or a'; '#belongatuni' with a photo of students and the text '20 - 24 August'; and 'Not sure what to do?' with a photo of students and the text 'We can help you decide'. Each tile has a small caption 'Advertisement. Why the ads?' below it.

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# > UCAS Course Search (...and Course Finder)

- Split into Home / Outside of UK

- Different ways to search:

- Subject
- Code
- Institution
- Geographical location

The screenshot shows the UCAS Course Search website. At the top, the UCAS logo is followed by navigation links: Home, How it all works, Apply, Providers, Data & analysis, News & events, and About us. The main search area is titled 'Search courses' and includes a dropdown menu for 'Where do you normally live?' with a 'Please select' option. Below this are radio buttons for 'Clearing 2014', '2014', and '2015'. A note states: 'This helps us to show courses that are available to you. Click here for more info.' The search criteria section is titled 'Search by any or all of the following' and includes input fields for 'Course: Enter a course title', 'Provider: Enter a university, college or conservatoire', and 'Location: Enter a country, county, city or town', with a 'Search' button. To the right, there is a red box titled 'Don't know what to study?' with the text 'Need help finding courses? Browse subjects and find out what's available.' and a 'Browse' button. Below the search area, there is a 'UCAS Search tool' section with text: 'Use our new search to find undergraduate courses and courses at conservatoires. We're adding all our other courses soon - until then, click the links below.' and a list of links: 'Postgraduate courses', 'Postgraduate teacher training courses', and 'Foundation degrees'. To the right of this section are several promotional banners: 'Secure your place now' with BPP University logo, 'PLACES AVAILABLE FOR SEPT 2014' with a phone number '01752 58 58 58', 'Clearing 2014' with text 'We have places across a wide range of courses.', 'Secure your future' with Anglia Ruskin University logo, 'CLEARING PLACES AVAILABLE', 'University College Birmingham' with phone number '0800 073 1472', and 'UNIVERSITY of BRADFORD'.

- During clearing only courses with vacancies will be displayed (still split into two lists)

# > UCAS: Course Search Function [www.ucas.com](http://www.ucas.com)

The screenshot displays the UCAS Course Search Function interface. On the left, there are several filter sections:

- Filters:** A search bar containing 'Physics' with a clear button (X).
- Academic Year:** Radio buttons for '2018 - 2019' (selected) and '2019 - 2020'.
- Clearing Vacancies:** Radio buttons for 'Show all courses' (selected) and 'Show Clearing courses with vacancies'.
- Degree Type:** Radio buttons for 'Undergraduate' (selected) and 'Postgraduate'.
- Location:** A text input field containing 'Strathcl' and a plus sign (+) button. Below it is a checkbox for 'Conservatories UK (CLM)'.

At the top right, there are buttons for 'Provider', 'Courses', and 'Map view'. Below the filters, the search results are displayed:

- University of Aberdeen:** Found 511 courses from 62 providers. It lists 9 undergraduate courses: Physics, Geology and Physics, and Mathematics and Physics, each with a heart icon.
- Abertay University:** Lists 1 undergraduate course: Environmental Science and Technology, with a heart icon.
- Aberystwyth University:** Lists 14 undergraduate courses: Physics, Physics, and Physics with Planetary and Space Physics, each with a heart icon.

Filters can be used to narrow your search:

- Academic Year of study
- Type of Degree
- Location
- University
- Subject
- End Qualification

> My World of Work: <https://www.myworldofwork.co.uk/learn-and-train>



The screenshot shows the 'My World of Work' website interface. At the top left is the logo with icons for a gear, mail, camera, and others. To the right are links for 'Account', 'Settings', and 'Log out' (highlighted in a dark blue box), and a search bar labeled 'Search the site'. Below this is a navigation menu with 'My career options', 'Learn and train' (highlighted with a white underline), and 'Getting a job'. The main content area has a red background with the heading 'Learn and train' in white. Below the heading is a white text box: 'Your guide to training and studying – from college and uni to volunteering, picking the right course and funding, including Individual Training Accounts.' Below this is a white section with the heading 'Find a course or volunteering opportunity' in teal. Underneath is a paragraph: 'Choose a search option. Use 'Course' to find college and uni courses and other types of learning and training. Or, find volunteering opportunities using 'Volunteering'.' Below this is a search bar with 'Course' selected and 'Volunteering' as an alternative. To the right of the search bar is a teal 'Feedback' button with a question mark icon.

> My World of Work: <https://www.myworldofwork.co.uk/my-career-options>

The screenshot shows the 'My World of Work' website interface. At the top left is the logo with icons for a person, a computer, a gear, and a lightbulb. To the right of the logo are links for 'Account', 'Settings', and a 'Log out' button. A search bar with the text 'Search the site' and a magnifying glass icon is also present. Below these are three main navigation links: 'My career options', 'Learn and train', and 'Getting a job'. The main heading is 'My career options' in a large, bold font. Below the heading is a sub-heading: 'Learn more about yourself, explore your options and find the career that's right for you'. A navigation bar below the heading has three tabs: 'Give me ideas', 'I have a rough idea', and 'I have a career in mind'. The 'I have a rough idea' tab is currently selected. Below the navigation bar is the section 'Personalise your account' with the text: 'Select one of the sections below to get started. The more you complete, the better career suggestions we can give you.' There are six interactive cards, each with a checkmark in a teal circle at the top left. The cards are: 'About me' (heart icon), 'Ambition' (line graph icon), 'Strengths' (star icon), 'Skills' (pen nib icon), 'Education' (graduation cap icon), and 'Experience' (clock icon). A 'Feedback' button is located at the bottom right of the content area.



# > The Application Process: What UCAS require?

## 8 Key Sections

Students are asked to complete the following sections online:

1. About you – personal details
2. Work Experience
3. Education – school/college details, academic qualifications
4. Finance and Funding
5. Diversity and Inclusion
6. Personal Statement – 47 lines of text, 4000 characters
7. Choices



Having checked the above, Guidance Teachers will then add:

8. Reference

## > Personal Statement basics

- **47 lines/4000 characters**
- **Type in MS Word and paste into UCAS Apply**
- **No spell check in UCAS**
- **UCAS uses similarity detection software**
- **Do not submit your first draft**

## > Personal Statement

### ■ **Your opportunity to tell the institutions about you:**

- Why are you applying? Link academic skills and achievements to course choice
- What your ambitions are when you finish your course.
- What makes you suitable? Skills, knowledge, achievements and experience you have that will help you do well. These could be from education, employment or work experience, or from hobbies, interests and social activities.

### ■ **Check course listings**

see what level of understanding you need to have and what qualifications or skills they're looking for. This way you can link your experiences to the skills and qualities they mention.

## > The Personal Statement – top tips

- **Should be relevant to all your choices**
  - Consistency in your choices makes the PS easier to write
- **200 personal statements per admissions tutor per week!**
  - Make yours stand out
  - NB: SIMILARITY DETECTION TEST
- **Write it early:**
  - You will need to write a few drafts – starting now!!
  - Get someone to read through it
  - Does it make sense?...Does it flow?...Can you say ‘So what?’ to anything in it? Have you used evidence to demonstrate your skills etc.



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## A Weak Personal Statement

- I want to do Maths at University because I liked it at Higher
- 6-8 lines about the subject of study
- 'I have Gold award Duke of Edinburgh'
- Lists 10 sports played and 3 positions of responsibility held at school with no mention of skills or qualities developed
- I like socialising with friends, reading and films...

## > **An Excellent Personal Statement**

- **Clever, high impact opening sentence**
  - this is usually written last to avoid getting a 'block'
- **Around half about the subject area**
  - shows real passion for the subject area
- **Work experience/career aspirations**
- **Explain context of social life/achievement**
  - why? NOT what?, skills learnt and impact on self and others
- **Shows real personality**
- **Reference to skills and links them to course/career**

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According to the UCAS Guide to Getting into University and College, the most over-used phrases (so, the ones to avoid) are:

- 'From a young age/an early age/for as long as I can remember, I have always been interested in...
- 'Nursing is a very challenging and demanding career ...'
- 'Fashion is not something that exists in dresses only.' (This is a quote from Coco Chanel – it was original when she said it.)
- 'Academically, I have always been a very determined and ...'

# A Suggested Structure

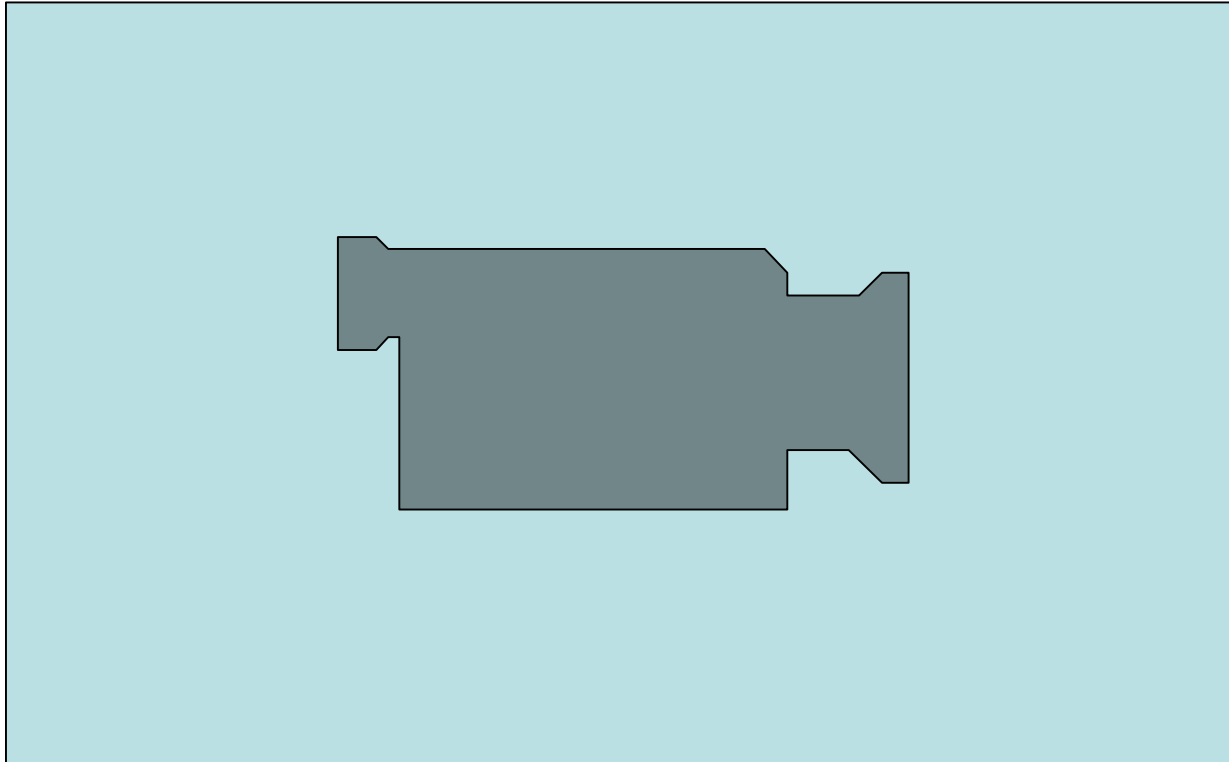


- Paragraph 1 - What you are applying for and why you are interested in this area.
- Paragraph 2 - What experience, hobbies, interests etc. you have done which would make you ideal for this course
- Paragraph 3 - Any other relevant information
- Paragraph 4 - Why you should be considered for this course/what future career you can see yourself having.



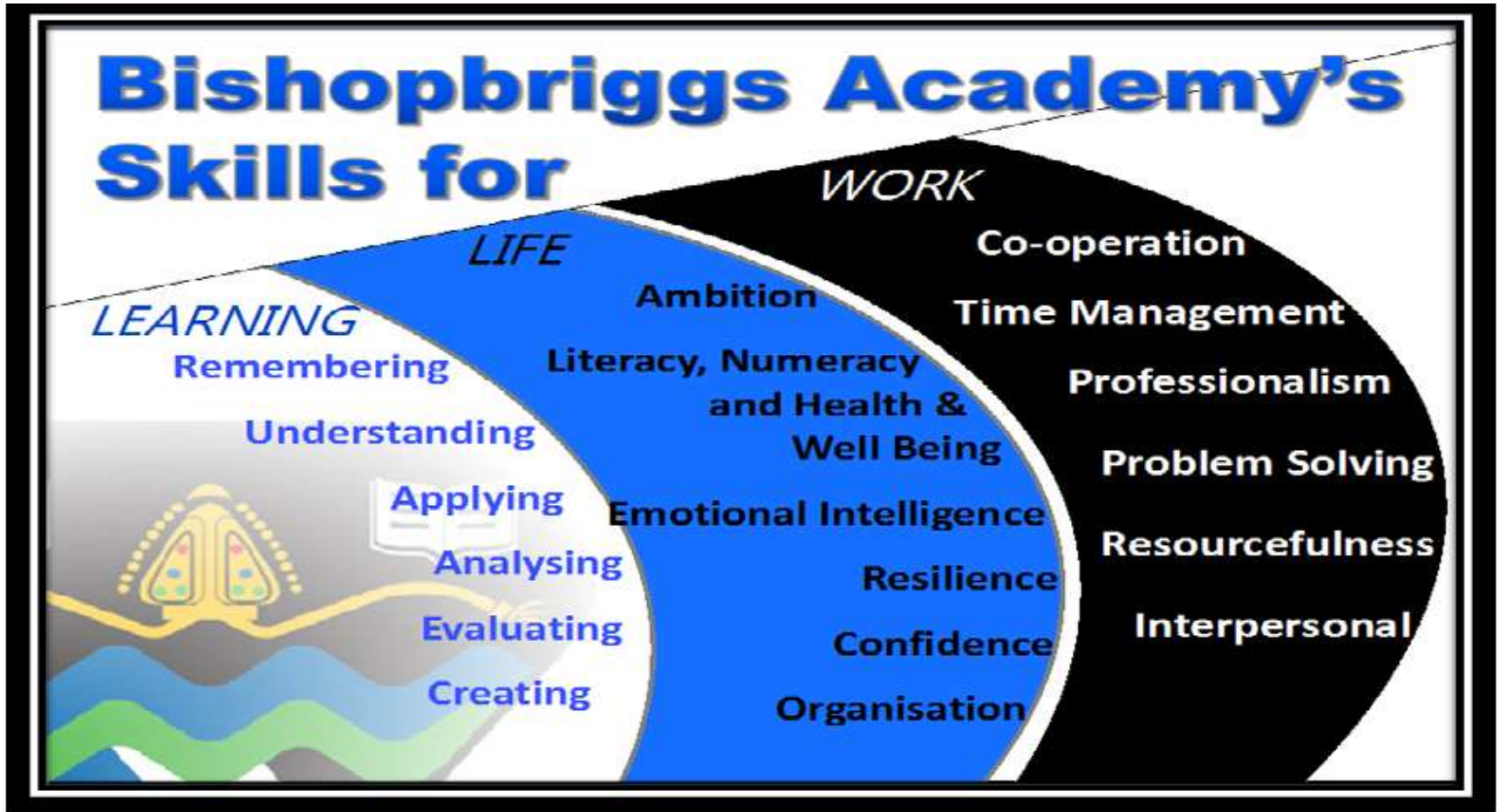
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## Writing a Personal Statement: Hints & Tips



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

> **Key Skills to Mention:**



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## Things you could add:



Primary School Link  
School Clubs  
House Council  
School Committees  
Charity events  
Paired Reading  
Buddy  
Youth Champion (Poland Trip)  
Young Enterprise  
Departmental Links  
Volunteer Work  
Prefects/Captain  
Work placement  
First aid certificate  
Pool Lifeguard  
Sports coaching awards  
Kenya



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# Online Experience: OpenLearn Courses

> <https://www.open.edu/openlearn/free-courses/full-catalogue#>

The screenshot shows a web browser window displaying the OpenLearn website. The browser's address bar shows the URL <https://www.open.edu/openlearn/free-courses/full-catalogue#>. The website header features the OpenLearn logo, the text "Free Learning from The Open University", and a search bar with the placeholder text "Search for free courses, interactiv". Below the header is a navigation menu with links for "Home", "Free courses", "Subjects", "For Study", "For Life", and "TV & Radio", along with a "Create account / Sign in" button. The main content area is titled "All our free courses" and includes a search bar for "Search free courses". A sidebar on the left lists "Free courses" with links to "All our free courses", "Why study a free course on OpenLearn?", "Advantages of enrolling on a free course", "Badged courses", and "Frequently asked questions". The main content area displays two course categories: "Health, Sports & Psychology" and "Education & Development", each with a corresponding image and a dropdown arrow.

## > The Reference – What we include

- Their post-16 academic performance and their potential for success in higher education.
- Why they're suited to their chosen subject and career path, plus their attitude, motivation and commitment.
- Skills and qualities like aptitude and enthusiasm, plus current or past achievements that will help with their chosen subject area.
- Achievements, work experience, extracurricular activities and interests that relate to their chosen courses.
- Any factors/personal circumstances that might affect their performance (consent must be gained first to mention health or disabilities).

## > Next Steps...



How do I check  
the progress of  
my application?

## > UCAS Track



Track will allow your son or daughter to:

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

## > Offers: decisions and replies

- Admissions tutors can offer interviews and make 3 decisions:



- **Unconditional Offer**

If you already have all required grades



- **Conditional Offer**

Offering a place dependent upon successfully meeting academic conditions

These could be expressed in terms of:

**UCAS Tariff points**

**Qualification grades/results**

**A mixture of the above**



- **Unsuccessful**

The HEI cannot offer you a place



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## UCAS Tariff

- The UCAS Tariff is a means of allocating points to post-16 qualifications used for entry to higher education.
- Not all institutions use the Tariff and may use grades instead
- Check carefully entry requirements
- See tariff calculator to check your qualifications:  
<https://www.ucas.com/ucas/undergraduate/getting-started/entryrequirements/ucas-undergraduate-tariff-points>

## > Scottish Qualifications: Tariff Points

| <b>Advanced Higher</b> | <b>Higher</b> | <b>Tariff points</b> |
|------------------------|---------------|----------------------|
| A                      |               | 56                   |
| B                      |               | 48                   |
| C                      |               | 40                   |
| D                      |               | 32                   |
| <b>Standard Grade</b>  |               |                      |
|                        | A             | 33                   |
|                        | B             | 27                   |
|                        | C             | 21                   |
|                        | D             | 15                   |

## > **When to upgrade Highers?**

- ▶ If a Higher which you gained at B or C is required at A or B for entry to your chosen course

## **When to take Advanced Highers?**

- ▶ If you enjoy a subject, want to continue studying it and are close to the required entry grades for your chosen course by the end of S5
- ▶ If you gained a C in a Higher required at B, but are very confident you can gain at least a C at Advanced Higher, this is an alternative to upgrading the Higher

**In both cases, it is important to check the entry requirements in the undergraduate prospectus, to find out what credit is given to Advanced Highers for the courses which interest you or what Highers are required for entry.**

## > How an offer might actually look

| Institution                        | Course   | Decision            | Reply | Conditions   |
|------------------------------------|--|---------------------|-------|--|
| (G28)<br>University of Glasgow     | (H600)<br>Electronics and Electrical Engineering | Unconditional offer |       | This offer is subject to you obtaining We strongly encourage you to fully commit to your S6 studies even though you have an unconditional offer based on your S5 results. If you are considering dropping S6 subjects included in your UCAS application you must contact University Admissions. Research indicates that students with good S6 results find the transition to university much smoother and attain better degrees. Graduate employers are interested in all qualifications attained by students - not just their degree qualification. |
| (G28)<br>University of Glasgow     | (H601)<br>Electronics and Electrical Engineering | Conditional offer   |       | This offer is subject to you obtaining Scottish Qualifications Authority Advanced Higher Grades AB in any order in Mathematics Physics Entry to the BEng will be offered if the MEng conditions are not met. Please follow UCAS Track instructions for accepting the BEng offer if applicable.   |
| (S78)<br>University of Strathclyde | (H600)<br>Electronic and Electrical Engineering  | Unconditional offer |       |  |
| (S78)<br>University of Strathclyde | (H601)<br>Electronic and Electrical Engineering  | Unconditional offer |       |  |
| (S78)<br>University of Strathclyde | (HH6H)<br>Electrical and Mechanical Engineering  | Conditional offer   |       | This offer is subject to you obtaining Scottish Qualifications Authority Advanced Higher Grade B - Mathematics and Grade C - Physics   |

## > Applicant replies

- When applicants have received decisions from **ALL** of your choices, if you have offers you will be asked to make replies (and given a date to reply by) on Track
- UCAS will send reminders – but if you fail to reply by your reply date, your offers will be **declined by default!**
- Once all decisions are received, you will be able to hold a maximum of **2** offers:
  - **Firm** (if you meet the conditions you will be placed)
  - **Insurance** (only comes into play if you are not placed with your Firm choice)

Any other offers must be **declined**

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## > **Next Steps: If left holding no offers**

### **EXTRA**

- Operates from **23 Feb** to the **30 June**
- You are eligible if you have:
  - Used all 5 choices
  - Holding no offers
- You can add one more choice at a time via Track

### **CLEARING**

- Operates from **July** onwards (depending on your status)
- You are eligible if you are:
  - Holding no offers
- Add one choice at a time via Track
- Clearing vacancy list
- Call HEIs first and get verbal offer(s)

# >What your son/daughter should be doing now?

- Research
- Extra curricular
- Work experience
- Virtual Open Days
- Go beyond the syllabus
- Focus on this year's studies



## >How can you support the application process?

- Use the parents/guardians section of the UCAS website/Parent Guide publication – [www.ucas.com/parents](http://www.ucas.com/parents) and sign up for the newsletter.
- Make sure they read everything carefully that is sent to them.
- Support your son/daughter's management of their application.



# New videos for parents

UCAS has developed four videos on key topics:

- The UCAS process
- Open days
- Student finance
- Clearing



[www.ucas.com/parents](http://www.ucas.com/parents)

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## OTHER USEFUL RESOURCES

- [www.ucas.com](http://www.ucas.com)
- [www.myworldofwork.co.uk/](http://www.myworldofwork.co.uk/)
- [www.thestudentroom.co.uk/](http://www.thestudentroom.co.uk/)
- [www.university.which.co.uk/](http://www.university.which.co.uk/)
- [www.whatuni.com/](http://www.whatuni.com/)
- [www.thecompleteuniversityguide.co.uk/](http://www.thecompleteuniversityguide.co.uk/)
- [www.theguardian.com/education/universityguide](http://www.theguardian.com/education/universityguide)

- > Link to UCAS homepage and My World of Work can be found on the school website



Welcome to our website

We hope you find it concise, informative and stimulating. Bishopbriggs Academy has built a strong reputation in its community and beyond. We aim to provide the highest quality of learning experience for all our young people through outstanding practice in our classrooms and by offering a wide range of extra-curricular activities. [Read more >](#)



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Feedback Form  
Please scan the QR  
code

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