

The Carlton Academy

Post 18 Guidance Information Booklet

For students completing Y13 in 2022



NAME:

FORM TUTOR:

UCAS DETAILS

Personal ID:

Password:

Email used:

ADMISSIONS TESTS

Some universities/courses require additional admissions tests. Some of these tests are run at The Carlton Academy (TCA) on request. It is your responsibility to research the details and to register in good time for any necessary tests with Ms Matthews, Exams Officer.

UCAS DEADLINE DATES

Early applications

(Oxford, Cambridge, Medicine, Veterinary Science/Medicine, Dentistry)

TCA deadline: Monday 1 October 2021.

UCAS Deadline: Friday 15 October 2021.

Standard applications

(Most undergraduate courses)

TCA FINAL deadline: Friday 4 December 2021.

Many of you will send submit your form well before this date

Your application will be checked, and your reference will be written. Ms Armitage will let you know when your application is ready to be sent. Due to the volume of applications this process usually takes 1-3 weeks.

Meet deadlines and you will give yourself the best chance of success.

The earlier you complete your application, the earlier it can be processed and sent to UCAS. You can then focus on Year 13 study, and you may receive early offers.

Introduction

This booklet will help you think about your options and give you many ideas and resources to help you to choose and apply for your destination after Sixth Form.

While we are happy to help you, we expect you to take the lead – from researching your options thoroughly through to making your choices and applying.

What are your options?

After Sixth Form, there are four main 'pathways' that students tend to take:

1. A university degree course, such as:
 - a Bachelor's degree (e.g. BSc, BA) – usually 3 years.
 - a direct entry Master's degree (e.g. MA, MSc) – usually 4 years
2. Another route into Higher Education, such as:
 - e.g. Higher National Diploma (HND) at college
 - a Foundation Year at a university
 - a Degree Level Apprenticeship
3. Employment with training - which could include:
 - Apprenticeship / Higher Apprenticeship / Degree Level Apprenticeship
 - National Vocational Qualifications (NVQs) – work-based training.
 - Other college courses alongside employment.
4. A gap year (This is usually with the intention of entering Higher Education the following year). This could include working, volunteering, travelling or pursuing another interest.

What if you have no idea what you want to do?

If you don't know what you want to do after Sixth Form yet, the worst thing you can do is wait, just hoping that you'll think of a good idea. You probably won't be in a better position when it's time to apply. Read the top tips below and get started.

Top Tips for everyone:

- Start **researching your options early** – you might explore several different directions before you decide. **Use Unifrog to do this.**
- Start **visiting open days and employers** events when you are able to. There are so many virtual events out there at the moment so make the most of these!

continued overleaf >

Top Tips for everyone (continued)

- **Use your technology** - bookmark useful websites in your internet browser, download helpful apps, make shortlists of courses, compare careers and keep drafts of your personal statement. Keep your documents safe and accessible to you – e.g. in your own folder on the school network or on cloud storage like Google Drive.
- Look at the right level of courses and apprenticeships – look for something which will **challenge and develop you** further after Sixth Form, yet which has **achievable** entry requirements for you personally.
- **Be curious** – look further into courses, careers and opportunities which catch your eye - allow yourself to explore what you really want to do rather than what you think you're expected to do after your current A Levels. You are at an exciting crossroads and it is **your decision** what path you take.
- Ask your **A Level/BTEC subject teachers** what different careers people go into in using your subject, or if they have any suggestions for you to research.
- Talk to a **Careers Advisor** (your form tutor will be able to get you an appointment if you ask.)
- **Talk to your form tutor** - they will be writing your reference for whatever you go on to do, and it will be helpful to discuss your extra-curricular activities as well as your school progress with them so they can get a better sense of your wider interests and transferable skills.
- **Talk to people who know you** and who see you in different settings – your family, your friends, people you do voluntary work or paid work with - what do they think are your skills and best qualities? Can they suggest any career ideas or courses?
- **Keep a note** of opportunities which interest you – at some point you'll have to narrow down your search.
- When you have a shortlist, **research the entry requirements carefully** so that you do not waste any applications by applying when you are not eligible.
- For university courses and careers - it is fine for your top choice to be **aspirational** (entry requirements you'll have to work hard to meet can help you achieve higher) but everyone should make **well-researched backup plans**, and keep in mind what is **realistic** as you progress through your A Level courses and receive projected grades.
- **Attend all the guidance sessions** (whether these are virtual or in school)
- **Be organised** – make notes in this booklet and bring it to all tutor sessions after the Summer break.
- **Keep your parents/guardians informed** about your research into your options. It will help them not to worry if they know you're taking action, and it is very likely you will need to work out some aspects of your future together.

There is a Post 18 Options Information Evening for Parents of Y12 on Wednesday 14 July via Teams at 6:30pm

Why should I consider Higher Education? (10 reasons)

1. You are more likely to get a job with better pay and promotion prospects. There is a wider choice of **jobs and careers** for people who have a degree; some careers **require a degree**.
2. There are so many different subjects and different ways of studying and learning, so you can find **a course to suit you**.
3. You will learn more about yourself and what you can achieve. Your **confidence and self-awareness** will probably increase, helping you towards the next steps in your life.
4. You will make a **wide circle of friends**, most likely from different areas of the country and the world, and different backgrounds and cultures.
5. It is easy to get involved in **social life and activities** at university, so you can have fun, keep up your existing interests and try new pastimes. **Sports** facilities are generally excellent.
6. You will get **support** from tutors, student groups and new friends to help you make the most of your time. Universities offer extra support for students with disabilities and students coming from a care background.
7. You can gain new **experiences** and many **transferable skills** through your study, such as independence, communication skills and constructive thinking.
8. You can often fit in some **volunteering** and/or **part-time work** around your study and also in the holiday times (the terms are generally much shorter than at school).
9. Universities and the students' union are generally very active in welcoming **diversity**, fighting prejudice and promoting minority rights. Be not afraid; you will meet open-minded people!
10. The costs of higher education are generally worth it, provided you choose your course well. Tuition fees are only paid back when you are earning **over £25,000** per year.

[Adapted from the Higher Education Progression Partnership website, May 2017
www.extra.shu.ac.uk/hepp]

Choosing a Higher Education Course

There are tens of thousands of different university courses covering a huge variety of subjects. To make a decision, you will first need to take into consideration the following main points:

- your enjoyment of your **A Level/BTEC I subjects** and your interest in **new subjects**.
- needing a **specific qualification** in order to work in a particular **job or profession**.
- being able to meet the typical **entry requirements**.

Have a look at all the degree courses available in the UK on **UCAS and UNIFROG**.

Unifrog has everything 'under one roof' so use this as your starting point.

Once you have a list of possible courses, shorten it by researching specific details and comparing the degrees very carefully. Think about:

- the **structure** of the course – what **topics** will be included? Do you get any **choice** of topics? Can you include a **study abroad** year if you want to?
- the **mode of study** (e.g. lectures, tutorials, workshops, seminars, laboratory work, studio work). How many hours of contact time will you get each week? How will you be assessed?
- the exact **entry requirements** of a particular course
- the **location, type of campus** and **accommodation** available
- the **costs and financial support** for your personal circumstances.

Look at the course provider's website carefully. Order university prospectuses for free.

Book on to virtual Open Days and see for yourself.

Jargon Buster - What does it all mean?

Undergraduate	A university student before they gain their first degree (this is what you will be).
Graduate	Somebody who has gained a degree (all of your teachers are graduates).
Postgraduate studies	A higher level of study at university after gaining a degree.
Bachelor's degree	e.g. BSc (Bachelor of Science), BA (Bachelor of Arts). The standard degree; usually 3 years
Master's degree	e.g. MA, MChem, MEng. A higher degree; usually 4 years. Or done in 1 or 2 years of postgraduate study after a bachelor's degree.
Honours degree	A bachelor's or master's degree. Honours degrees are in a named subject/subjects and are classified as below.
Degree class	The level of achievement gained at the end of the degree; dependent on how well the student performs on the course. E.g. First Class, Upper Second Class (2:1), Lower Second Class (2:2), Third Class honours.
Joint honours	A degree in two subjects: e.g. Mathematics <i>and</i> Computing (equal weighting) or Geography <i>with</i> Data Science (more emphasis on the Geography).
UCAS	Universities and Colleges Admissions Service - provides a single online portal for applying to UK universities.
Personal Statement	An original piece of writing by the applicant about their suitability for a course or job.
Higher Education (HE)	Education at Level 4 and beyond (A Levels are Level 3). Includes degree, HND, foundation year. Usually provided by universities, also some colleges.
Further Education	Any education after secondary school that is not HE, e.g. NVQs, City & Guilds Awards, vocational competency awards, further Level 2 and 3 qualifications taken as an adult.
Russell Group	A group of some of the most selective universities in the UK.
"New universities"	Normally refers to the universities which were formerly polytechnic colleges, which may offer a wider range of vocational degrees.
Oxbridge	A term for University of Oxford and University of Cambridge collectively.
Sandwich course	A normal degree but with an extra year in the middle – e.g. on a related work experience placement.
Higher Apprenticeship	An apprenticeship at Level 4 and above (progressing beyond A levels).
Degree Apprenticeship	An apprenticeship leading to a Bachelor's degree (Level 6) or Master's degree (L7).
HND	Higher National Diploma – work related study.
NVQ	National Vocational Qualification – accredited employment-based training.
Super-curricular	Activities building upon the taught curriculum, at a higher level.
Extra-curricular	Activities outside of the taught curriculum, at any level.
Gap year	Often a year doing something else between years of formal education, e.g. between Sixth Form and university. Often used for gaining wider experience and transferable skills.
UCAS Offer	A university gives an applicant an offer of a place at their institution via the UCAS system.
Firm choice	The UCAS applicant chooses their preferred offer as firm.

Insurance choice	The UCAS applicant choose their second choice offer as insurance in case they do not meet the entry requirements for their firm choice. Therefore, the insurance choice must have lower entry requirements.
NOTE: the deadline for confirming your firm and insurance choices is 09 June 2022	
UCAS Extra	Applicants who have used all 5 course choices and have no offers can add a further choice from 25 February to 4 July 2022.
Clearing	A process commencing on 5 July 2022 whereby unfilled university places are available for students holding no offers.
Adjustment	An opportunity commencing on A Level results day (12 August 2021) to trade a firmly held university place for a place on a course with higher entry requirements.
Student Loan	A loan from the Student Loans Company which applicants apply for via Student Finance England. The amount varies dependent on the current government policy, family financial situation and special circumstances. It is only paid back when the individual is earning above a certain salary and gathers a low rate of interest.
Tuition Fees	Annual fees charged by universities, usually paid for directly by the tuition portion of the student loan.
Halls of Residence	Students-only living space, usually blocks of individual study-bedrooms with shared bathroom facilities or <i>en suite</i> bathrooms, and social spaces. Meals may be provided.
Societies	Social clubs at university, around a shared interest e.g. Film Society; LGBT+ Society; Come Dine with Me Society; Dance Music Society; Student Action for Refugees; Debates Union; Swahili Club; Exmoor Pony Riding Society; Game Development Society; Women in Business Society; Mountain Bike Club; Drumming Society.
Vocational	Relating to a particular type of employment or career path
Deadline	A non-negotiable time limit. These are used very firmly in the UCAS process and in universities in general.
Conditional offer	A university offers a place provided certain conditions (usually A Level grades) are met.
Unconditional offer	A university offers a place without the usually conditions. Sometimes this is genuinely unconditional so it can be selected as an applicant's insurance choice; sometimes this is not truly unconditional – the university may say the unconditional offer is only valid if the applicant selects it as their firm choice.
Plagiarism	Passing off somebody else's material as your own original work, deliberately or by carelessness. Totally unacceptable by UCAS and universities.

Add in any extra terms you learn along the way and want to remember:

Entry Requirements (Prerequisites):

Entry requirements are the **qualifications and relevant experience** you need to get onto a degree course. These are detailed on Unifrog, on the UCAS website and in University prospectuses.

As well as your A Levels/BTEC's, the entry requirements may include specific GCSE grades, relevant work experience, a portfolio of your work, extra tests such as the UKCAT or STEP Mathematics paper, an interview or even multiple mini interviews (MMIs).

Entry requirements will be either in **Grade Form** or as a **UCAS Tariff Points Score**.

A level		BTEC		CACHE	
		BTEC L3 Extended Certificate		NCFE CACHE Technical Level 3 Certificate	
Grade	UCAS Points	Grade	UCAS Points	Grade	UCAS Points
A*	56	Distinction*	56	A*	84
A	48	Distinction	48	A	72
B	40			B	60
C	32	Merit	32	C	48
D	24			D	36
E	16	Pass	16		

Use this: www.ucas.com/ucas/tariff-calculator

Note down your projected grades and work out what UCAS tariff points they would give you.

UCAS APPLY (your online application)

UCAS APPLY 2022: Please follow the instructions on the PPT carefully.

KEEP A RECORD OF THE EMAIL ADDRESS YOU USE, YOUR PASSWORD AND PERSONAL ID!

This is very important as without these you cannot get back into your application after logging off.

TOP TIPS

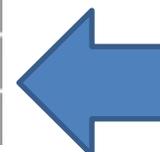
1. **Make a note** of your personal ID, password and email address
2. Use **capital letters** at the start of names (your name, street names etc) and ensure everything is **spelled** correctly
3. Do you live in **Nottingham or Nottinghamshire?** *If you have a green and black bin you are '..shire'*
4. **Education section:** enter the school twice:
 - 2015 – 2020: enter ALL GCSE qualifications and grades
You will need your certificates to do this!
 - 2020-2022: The Carlton Academy: enter A level/BTEC qualifications as **pending**
A levels are GCE Advanced Level, BTEC Extended Certificate, NCFE CACHE Technical Level 3 Certificate in Health and Social Care
5. **Finance section:**
Select **UK, ChI, IoM or EU Student Finance Services** (if you wish to apply for a loan)
Student support arrangements: Nottingham **or** Nottinghamshire
6. The **Buzzword** is **Campervan**
7. Complete **ALL** sections apart from choice and personal statement by the **end of term**

Non-University Pathways

If you decide that going to university or an undergraduate degree is not the route for you then there is the option of a Higher or Degree apprenticeship.

Apprenticeships

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



Apprenticeships combine work with study at a University. When you are searching for Apprenticeships you need to be looking for Degree and Higher apprenticeships as these are the natural progression after you have completed your A level/BTEC studies. Entry requirements depend on the sector and prior skills.

Approximately 140 industries offer apprenticeships. The most popular sectors that offer them are in:

- Business and Administration
- Childcare
- IT
- Engineering
- Cyber security
- Construction
- Health and Social Care

How do I search for Apprenticeships?

The best place to start is **Unifrog**

Use the Apprenticeships search tool to research live vacancies.

Unsure about what industry you fancy? Use the Careers Library.

Other good websites include:

www.gov.uk/apply-apprenticeship

www.ratemyapprenticeship.co.uk

www.UCAS.com

www.amazingapprenticeships.com/vacancies/



Work

Some of you may decide to go straight into employment. Here research is really important and it is essential that you gain good A level grades as you will be in competition with a lot of people!

Gap Years

Some students decide to do a gap year. If you decide to do this it is important that you use the gap year wisely. When you go for jobs or decide to apply to university afterwards you will be asked what you want to do in your gap year!

Useful Websites

POST 18 OPTIONS

UCAS (Universities & Colleges Admissions Service)	www.ucas.com
Post 18 Routes and Advice	www.studential.com
Unifrog	www.unifrog.org
University and Careers Advice	www.purepotential.org
Search a variety of courses in the UK	www.hotcourses.com
Search a variety of courses, includes online questionnaire	www.ukcoursefinder.com

HIGHER EDUCATION

UCAS (Universities & Colleges Admissions Service)	www.ucas.com
Higher Education advice for students and parents/carers	www.hepp.ac.uk
Advice about applying to university	www.physicsandmathstutor.com/ucas/
Unifrog	www.unifrog.org
Comparing Courses	
Unistats (Official UK Government comparison site)	www.unistats.com
Push – an independent guide to university	www.push.co.uk
Unifrog	www.unifrog.org
Open Days	
University Taster Days and virtual events	www.unitasterdays.com/
Student Finance	
Student Loans company	www.slc.co.uk

NHS bursaries www.nhsbsa.nhs.uk/student-services/
UK scholarships search www.scholarship-search.org.uk/

Early Applicants

Applying to University of Oxford www.ox.ac.uk/admissions/undergraduate/applying-to-oxford
Applying to University of Cambridge www.undergraduate.study.cam.ac.uk/applying
Oxford Alternative Prospectus (written by current students) <http://apply.ousu.org/>
Cambridge Alternative Prospectus (written by current students) www.applytocambridge.com/
Conservatoire courses www.ucas.com/conservatoires
Information on all UK medical schools www.medschools.ac.uk/
The Medic portal www.themedicportal.com
British Medical Association www.bma.org.uk
HE+ <https://www.myheplus.com/>

STUDENTS WITH LEARNING DIFFICULIES / DISABILITIES

National Bureau for Students with Disabilities www.skill.org.uk
Dyslexia information www.bdadyslexia.org.uk
Information on all disabilities www.gov.uk/browse/disabilities
Royal National Institute for the Blind www.rnib.org.uk
Action on Hearing Loss www.actiononhearingloss.org.uk

EMPLOYMENT & APPRENTICESHIPS

National Careers Service www.nationalcareersservice.direct.gov.uk/home
Apprenticeships www.apprenticeships.org.uk
Apprenticeships (government site) www.gov.uk/apply-apprenticeship
Search for Higher Apprenticeships www.notgoingtouni.co.uk
Apprenticeship vacancies www.ratemyapprenticeship.co.uk
Recruitment agency and job adverts www.reed.co.uk
Vacancies www.monster.co.uk
Job adverts and links to other sites www.topjobs.co.uk
Self-employment www.princes-trust.org.uk/help-for-young-people/support-starting-business

STUDY ABROAD

Study abroad opportunities www.studyabroad.com
Study abroad information www.prospects.ac.uk/postgraduate-study/study-abroad/
Information for applying to North American universities www.fulbright.org.uk
Information for applying to Australia / New Zealand www.studyoptions.com
Information for applying to European universities www.studyineurope.eu
Universities worldwide using the Common Application www.commonapp.org/
Studying science, engineering & technology worldwide www.science-engineering.net
British Council – Erasmus study abroad exchanges www.britishcouncil.org/erasmus

GAP YEAR IDEAS

UK conservation volunteering	www.tcv.org.uk/
BUNAC gap year programs	www.bunac.org.uk
Gap year ideas	www.gapyear.com
Gap year ideas	www.yearoutgroup.org
Latitude volunteering projects	www.latitude.org.uk
Year in Industry	www.yini.org.uk
Year in Engineering - paid work placements	www.etrust.org.uk
International expeditions	www.raleighinternational.org
BES - International scientific/geographical expeditions	www.britishexploring.org
Brathay Explore – Expeditions in the UK	www.brathay.org.uk
Volunteering for 14-25 year olds	www.vinspired.com
Volunteering opportunities worldwide	www.step-together.org.uk
International Voluntary Service	https://ivs.gb.org/
Volunteering England	www.ncvo.org.uk/
Camp America	www.campamerica.co.uk/

WORK EXPERIENCE OPPORTUNITIES

Speakers for Schools	https://www.speakersforschools.org/
Young Professionals	https://young-professionals.uk/
UpTree	https://uptree.co/events/
Springpod	https://www.springpod.co.uk/
Pathways CTM	https://pathwayctm.com/
H & SC work experience	https://alliedhealthmentor.org/nhs-healthcare-careers-virtual-work-experience/

Need help?

Please ask!

**Good luck with all of your RESEARCH
and applying for your chosen Post 18 progression route**