

# **Christian Brothers' Grammar School, Omagh Careers Department**



**Applying to Higher/ Further Education**

**Information for Parents and Students**

**September 2023**

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### **Post 18 Choices**

There are a range of Post 18 pathways open to pupils. With tuition fees, increasing living away from home costs and over 50,000 courses on offer, it is very important for each student to think carefully about his Post 18 choices.

### **Admissions information and trends for N. Ireland:**

Overall, as expected there were many applicants to courses at QUB and UU, largely because of the lower fees in N. Ireland. A small number of students were accepted through clearing for both universities. Many of these courses at UU and QUB only accepted students who met or exceeded the conditions of their offer. In fact, where a course was asking for particular grades, they rarely accepted grades that averaged out; i.e. ABC was not accepted in lieu of BBB.

### **Predicted Growth Areas for N. Ireland:**

- Advanced Materials and Engineering e.g. Aerospace, Electrical, Electronics, Automotive, Civil, Renewable and Manufacturing
- Technology
- Financial and Business Services
- Life and Health Sciences e.g. Radiology, Nursing
- Creative industries
- Agrifood
- Construction e.g. Surveying

### **Further Information for Parents:**

Universities are keen to help students and their families make the right decisions. UCAS has a specific area on its homepage for parents which provides very useful information <https://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-advice-parents-and-guardians>

Local universities and regional colleges host Information Evenings/Sessions for pupils and parents/guardians of prospective students. Please check their websites for specific details:

**QUB** - <https://www.qub.ac.uk/>

**UU Belfast campus** – <https://www.ulster.ac.uk/>

**Coleraine campus** – <https://www.ulster.ac.uk/>

**Magee Campus** – <https://www.ulster.ac.uk/>

**St. Mary's University College, Belfast** – <https://www.stmarys-belfast.ac.uk/>

**Stranmillis University College, Belfast** – <https://www.stran.ac.uk/>

**CAFRE** – <https://www.cafre.ac.uk/>

**South West College** - <https://swc.ac.uk/>

## Application to UCAS / CAO / St Mary's, HLAs and Foundation Degrees

### Key dates /Timeline

- **21<sup>st</sup> September 2023** (12 noon)– deadline for application to sit UCAT test for entry to Medicine and Dentistry (see pg. 9 &10 for further details)
- **28<sup>th</sup> September 2023** – deadline for taking UCAT test for entry to Medicine and Dentistry
- **2<sup>nd</sup> October 2023** – Deadline for applying for conservatoire music courses
- **16<sup>th</sup> October 2023** (6pm)- Deadline for the universities of Oxford and Cambridge, and courses in medicine, veterinary medicine/science, and dentistry
- **6<sup>th</sup> November 2023** – CAO application facility opens for 2024 applications.
- **November 2023** – HPAT Ireland (Medical Admissions test for CAO - Registration opens. Registration closes mid-January 2024. As capacity in some test centres may be limited, early application for the test is advised. (see pg. 10 for further details)
- **21<sup>st</sup> December 2023** – **School Deadline for students to submit UCAS application**
- **December 2023** – Applications for St Mary's College Belfast to be submitted before the Christmas holidays (St. Mary's deadline is mid January so early submission advised).
- **December 2023 - March 2024 approx.** – Interviews for Medicine, Dentistry, Veterinary Science, Allied Health courses and Teaching
- **31<sup>st</sup> January 2024** (6pm) – entry deadline for all UCAS undergraduate courses, except those with October deadline (N.B. Applications for Fdn. degree accredited by QUB also need to be made through UCAS by this date.)
- **1<sup>st</sup> February 2024** – normal deadline for application to CAO undergraduate courses
- **February 2024** - HPAT Ireland test must be sat (Medical Admissions test for CAO) 2024 date not yet finalised (was held 17 - 20 Feb. 2023) Results will be released late June.
- **March 2024** – Student Finance applications to be submitted (2023 final deadline was 5<sup>th</sup> April)
- **April 2024** – Students considering undertaking a Foundation degree accredited by Ulster university or HLA are advised to apply around this time (some HLA's may have earlier application).
- **May 2024**– Students should have heard back from all 5 UCAS choices (N.B. a small number of courses/ universities may not have made all their decisions by this date.) Date to be confirmed.
- **June 2024** - UCAS deadline for making Firm and Insurance choices/ replying to offers received. Date to be confirmed. Students who have not heard back from their 5 UCAS choices by May deadline will receive a later reply date.
- **15<sup>th</sup> August 2024** – **A-level Results Day.** Universities will begin to confirm places from this date. Students can check UCAS track from 8.00am on results morning to see if they have been placed on their CF/ CI course.

## UCAS – University Central Applications System

The process for applying to a UK university is managed by UCAS. The UCAS application fee for 2024 entry is £27.50 and must be made through the school's cashless system before the UCAS form is submitted.

### **The UCAS Application Form**

There are five elements in the UCAS Application Form:

1. The five course choices (Maximum of four choices for Medicine, Dentistry and Veterinary).
2. Applicants personal profile
3. Applicants experience including education, employment and extra activities
4. The Personal Statement
5. The Reference

### Course Choices and Entry Requirements

- UCAS allows students to select up to a maximum of **five** course choices; **NB. four** for Medicine/ Dentistry and Veterinary Science with the fifth choice to be a different course.
- Students can only apply to one course in either Oxford or Cambridge.
- For the more vocational career areas students are normally advised to apply for 3-4 courses in the same career area, however make an alternative choice of course for their final options.
- Universities will not actually see your other course choices but will obviously study your Personal Statement very carefully.
- University entry requirements for each course will be given as either Grades or Tariff Points or a combination of both. N.B. Tariff points are listed below:
- At 'A' Level: Grade A\* = 56, A = 48, B = 40, C = 32, D = 24, E = 16 points.
- At 'AS' Level: Grade A = 20 Points, B = 16, C = 12, D = 10, E = 6 points.
- BTEC National Extended Diploma Grades – D\*D\*D\* = 168; D\*D\*D = 160; D\*DD = 152; DDD = 144; DDM = 128; DMM = 112; MMM = 96; MMP = 80; MPP = 64; PPP = 48
- BTEC National Diploma Grades - D\*D\* = 112 ; D\*D = 104; DD = 96; DM = 80; MM = 64; MP = 48; PP = 32 points
- BTEC National Extended Certificate Grades - Grade D\* = 56; D = 48; M = 32; P = 16 points
- QUB and UU both now ask for Grades across three subjects e.g. BBB and they do not use the tariff point system.
- Some other UK universities still uses tariff points. They will often stipulate a minimum grade requirement for 2 A-Level subjects e.g. 120 points to include Grades BB.

- More detailed information on qualifications and entrance requirements may be found on UCAS and individual university websites. Students are advised to think carefully and realistically about the asking grades/points before making their 5 choices.
- Students should ensure they check the **online entry profile** to confirm GCSE and Post 16 subject requirements and asking grades/ tariff points for each course they are applying to. N.B. when an offer based on tariff points is made, students need to confirm through UCAS track if specific grades must be achieved in a particular subject.
- They should talk over their final choices with their subject teachers, parents, careers teacher and the Careers Adviser keeping in mind the grades achieved at AS Level.

### **Selecting a University**

- Think very carefully about selecting which universities you are going to apply to. Check out their reputation in that subject area. (<https://www.unifrog.org/sign-in> <https://discoveruni.gov.uk/> <https://www.theguardian.com/education/ng-interactive/2023/sep/09/the-guardian-university-guide-2024-the-rankings> and [www.thecompleteuniversityguide.co.uk](http://www.thecompleteuniversityguide.co.uk))
- <https://www.theuniguide.co.uk/> - The website is a free-to-use, independent source of information and advice to help you find the right degree course and university - featuring a simple-to-use search tool that lets you filter course results on the things that matter most to you, real-life student insights from nearly 300 UK universities and colleges, plus expert advice on everything from applications to student finance.
- Be realistic – are you prepared to live and study at the university for 3 or 4 years?
- Remember the difference in fees here and in the south of Ireland compared to the U.K.
- Do not be swayed by friends or the prospect of sharing a house with them.
- Discuss university choices with parents, careers teachers, your form teacher and our Careers Adviser.
- Take great care - it is your future career which is at stake.

### **The Personal Statement**

- This is a crucial part of the UCAS application. Course Tutors rely on the information given in the Personal Statement when making decisions.
- The Personal Statement is an opportunity to tell the Course Tutors why you are suited to particular courses and why the university should want you as a student. It is the only opportunity to personalise the application. Use this opportunity to show your commitment and suitability to your chosen courses. The Personal Statement should cover:
  - 1) Reasons for your choice of courses and your suitability for these courses. (*Students are normally advised to apply for 5 courses in the same career area and thus show commitment to that career/subject in their Personal Statement*).
  - 2) Relevant Experiences of Work.
  - 3) School Experiences.
  - 4) Outside School Experiences.
  - 5) Concluding statement setting out your career ambitions.

All of these should be linked to your course choices, as you want to convince Course Tutors to offer you a place on the course. **NB UCAS will scan Personal Statements for plagiarism.** Avoid copying from another Personal Statement as this will jeopardise your application for degree courses.

**N.B. If a student is completing his Post 16 studies over 3 years, the personal statement must address this and explain why – if this is the case with your son, please ask him to speak to his career's teacher about this.**

**The Reference includes:**

- Predicted Grades.
- Attendance.
- Intellectual ability, application, quality of work and promise for future studies - (subject teachers' comments).
- Career aspirations - (relevant experiences of work; research undertaken etc).
- Personal achievements and experiences.
- Personal qualities.
- If a student is completing his Post 16 studies over 3 years the reference must address this

**What happens next?**

- Completed Application Form is sent online to UCAS.
- The student will then receive a Welcome email from UCAS, stating that his application has been processed. This email will include a **Personal ID Number**, which should be kept safe in case the student needs to contact UCAS, and a **Password** enabling him to monitor his application using UCAS Track.
- The student waits until he has received a decision from each of his five course choices.

**Admissions Staff/ Course Tutors will make:**

- *A Conditional Offer* i.e. an offer of a place on the course on condition the student fulfils certain criteria, usually achieving specific grades or tariff points.
- *An Unconditional Offer* – the applicant has already satisfied the entry criteria and has a place on the course at a particular university. These are normally only made to applicants who have already completed their A2 qualification.
- *Unsuccessful* – the applicant will not be considered for this particular course choice.

## Firm and Insurance Choices

- Once the student has received all his offers/rejections (if any) from his five course choices, he will have to choose **2** courses, by TBC June 2024.
- One course will be his *Firm Choice* (CF) – the offer the student has accepted as his first-choice course. He will be committed to going to this course if he receives the required grades in August.
- A second course will be the student's *Insurance Choice* (CI) - the offer that the student accepts as his second-choice course. The Insurance Course should be related to the Firm Offer in career terms and it must be a choice of course the student wants and will accept if he does not receive the grades required for his Firm Offer or First choice course.
- UCAS **Extra** (February – early July) allows for one extra choice of course for students who have received **no** offers.

## CAO and Institutes of Technology - Southern Ireland

- CAO is a separate system for applying to universities in Southern Ireland.
- The closing date is **1<sup>st</sup> February 2024 at 5pm** and cost of application is approximately €45.
- Tuition fees are not charged in the ROI. All students pay a Student Contribution Fee per each year of the course. For the academic year 2023/2024 this was approx. €3,000.
- Students can obtain a student loan to cover the cost of the contribution fee.
- The student applies for up to 10 Hons Degree (level 8) courses and 10 Ordinary degree courses (Level 7), if they wish. **The order of preference** is vital as CAO will only make one offer after the A-Level results and will try to place students as near their first choice as possible. For example, if a student is offered their 2<sup>nd</sup> choice course, they will not be considered for any of their course choices listed 3 to 10.
- Students will need to post confirmation of qualifications achieved and completed to date; e.g. GCSE results.
- No Personal Statement is required for the CAO Form.
- **NB.** BTec qualifications are not accepted by some universities in the South and some high demand courses require 4 A-Level subjects. However, there are many excellent degree courses that are available at the Institutes of Technology throughout Southern Ireland that do accept lower A-Level grades and BTec courses. (N.B. More detailed information on qualifications and entrance requirements may be found on CAO and individual university websites. See [www.cao.ie](http://www.cao.ie)).



### **Part-time Degree Courses**

An increasing range of degree courses are now being offered on a part-time basis and can be a more affordable option as the fees for these can be paid for by the local education and library board. The **student's** income will be assessed to see if he is eligible to have the cost of his fees reimbursed. However, a much smaller maintenance loan will be available to the student. Application to part-time degree courses is made directly to the university and will not therefore count as one of your son's five UCAS choices thus keeping more options open to him.

### **Foundation Degrees**

More students are now applying to Foundation degree programmes as a more affordable alternative to embarking directly onto an honours degree. As application to many of these courses is made directly to the college and is not one of a student's five UCAS choices, it can once again keep more options open to your son. (N.B. Application to some Foundation degree programmes must be made through UCAS – this will be noted in the university and college prospectus.)

On completion of their foundation degree at local colleges such as South West College, North West Regional College or Belfast Metropolitan College students may choose to go on to complete the full honours degree at the regional college, UU or QUB, or alternatively go directly into employment. Early application is advised (Spring 2024) as these courses fill up quickly and preference may be given to applicants who applied earlier in the year.

### **Higher Level Apprenticeships**

More and more employers are offering Higher Level Apprenticeships. HLAs offer an excellent alternative to full-time study and are suitable for students who wish to earn as they learn. HLAs include part-time study (1 day per week) at a University or Regional College and 4 days employment within a company. All fees are paid for and students will be paid for their work. On completion of the HLA, a full-time position is usually offered. Examples of employers include, Deloitte, PwC (Business/Accounting), Kainos (Software Engineering), Terex, Telestack and Donnell & Ellis (Engineering), to name a few. MEGA (<https://midulstermega.com/>) based in Mid-Ulster, is an industry led network working together to tackle the diminishing labour pool in the Manufacturing and Engineering sector. The regional colleges such as, South West College, also offer a range of HLAs in different subject areas, however the student must secure their own employer before commencing the course.

### **Admissions Tests**

These are required for many courses in Medicine, Dentistry and Veterinary Science. Some Law degrees will also require an admissions test. All the Allied Health courses at Ulster University require an admissions interview. Most courses at Oxford and Cambridge will also require an admissions test.

Information on individual tests and past paper questions can be found on the admissions Testing Service Website: [www.admissionstestingservice.org/](http://www.admissionstestingservice.org/) .

## **UCAT**

Students intending to apply to **Medicine** or **Dentistry** at most universities must sit **University Clinical Aptitude Test (UCAT)**.

Registration costs £70 and must be carried out **before 12 noon on 21<sup>st</sup> September 2023**, although due to high demand, students should register immediately to ensure they get a test slot at their chosen centre. (There is a test centre in Omagh – Unit C10, Omagh Enterprise Company Limited, Great Northern Road, Omagh, BT78 5LU). The test must be taken by **28<sup>th</sup> September 2023** and students will receive their results immediately upon taking the test. Results will also be forwarded to students' chosen universities in November.

See [www.ucat.ac.uk](http://www.ucat.ac.uk) for further information.

## **BMAT – Biomedical Admissions Test**

Students intending to apply to Medicine/Dentistry/Biomedical Science at Oxford, Cambridge, University College London, Brighton and Sussex Medical School, Lancaster University or Imperial College London must sit the BMAT. The entry **deadline is 29<sup>th</sup> September 2023 at 6pm** with the test date being on **18<sup>th</sup> October 2023**. Results are released on **24<sup>th</sup> November 2023**. See [www.admissionstestingservice.org/for-test-takers/bmat/](http://www.admissionstestingservice.org/for-test-takers/bmat/) for more information and for past papers. Entry fee is approx. £78.

## **HPAT Ireland - Medical Admissions test for CAO**

Applicants to Medicine in NUI Galway, RCSI, Trinity, UCC and UCD will be required to sit the HPAT admissions test. Registration fee is approx. €152.80. Further information is available at [www.hpat-ireland.acer.edu.au](http://www.hpat-ireland.acer.edu.au) . The test must be sat in **Mid February** (date not finalised). The test will be conducted online via remote proctoring and test takers will select a time and day that suits them (within the testin window) to complete their test. Registration opens in **November 2023** and closes **Mid January 2024**. Results are available in **late June 2024**.

## **Interviews**

Whilst not all courses invite students to interview our Year 14 students will all undertake interview preparation and mock interview practice as part of their careers programme. If your son is called for interview by a university, we would ask him to let his careers teacher know so further individual mock interview practice can be carried out with him. On request, it can be organised to have a mock interview recorded, as some students can benefit from watching these recordings back. Feedback will be provided on any mock interviews.

## **Finances – Fees and Loans**

The maximum fee for QUB and UU is currently £4,710 approx. per annum for 2023/24 entry. The Executive agreed that tuition fees would be kept at current levels, subject only to inflationary increases. Students from England, Scotland and Wales wishing to study in N. Ireland may be charged up to approx. £9,250 by both universities. It is likely that many students from N. Ireland will continue to opt to remain here to complete their degree courses and this has put continuing pressure on asking grades at both our universities. This in conjunction with the reduction in university places at both our universities means it is essential that your son works hard this year to achieve the best grades he is capable of.

Students from N. Ireland who wish to study at universities in England, Scotland\* or Wales will be charged full fees of up to £9,250 but will be eligible to borrow the full amount from the student loans company <https://www.studentfinancenl.co.uk/>

*\*Some Scottish universities will offer N.Ireland students a “Lower Fees Status” if they have a valid Irish Passport/ Irish citizenship. However, it is important to note that not all Scottish universities will offer this. If your son is considering applying to university in Scotland, it is strongly advised that he contact the individual university and SAAS (Students Awards Agency Scotland) first to assess his eligibility. Each university will have their own billing/fees procedures.*

- Currently in Northern Ireland, there are no fees for Nursing or the Allied Health Professions e.g. Occupational Therapy, Physiotherapy, Radiography, etc., at QUB or UU.
- Currently students in Northern Ireland studying a Nursing, Allied Health or Social Work course are entitled to a non-repayable bursary.
- Students undertaking a Nursing or Allied Health degree course in England, Scotland or Wales will have to pay full fees and a bursary is no longer available.
- All students, regardless of parental income, are eligible to apply for a Tuition Fee Loan to cover fees. The money will be paid directly to the university.

Tuition fees are not charged in the ROI. All students pay a contribution charge. For the academic year this is €3,000 (NI students will receive the sterling value).

Students can also apply for a:

- **Maintenance Loan for living expenses** – Max approximately £6,776 if living away from parents' home and studying outside London; maximum approximately £5,250, if living at home.
- **25% of the maintenance loan is means-tested** – all pupils entitled to 75% of the available loan and parents do not need to disclose any financial information.
- **Maintenance Grant** – Only available if household income is below £41,065. Maximum approximately £3,475 (is means tested so depends on parental income, non- repayable)
- Student Loans are repayable after graduation on earnings over £22,015 approx.
- On a salary of £25,000 (the average starting salary for a graduate level job) repayments would be approximately £22.50 per month. Interest is charged at the rate of inflation.
- Students will be given further advice/details in school during March/ April 2024 on the financial support available. See <https://www.gov.uk/repaying-your-student-loan> for details on how student loans are repaid.

## **Accommodation**

We would recommend students stay in halls of residence for their first year. If you book a place in halls and pay a deposit this will always be refunded to you if your son does not meet the grades required for the course, defers or decides to go to a different university.

Places in halls can be very scarce in the South of Ireland, particularly Dublin, so if applying there, students are advised to put their name on a waiting list at their chosen universities in May/ June of Year 14.

Please see important information below regarding applying for student accommodation at Queen's University Belfast and Ulster University.

### **Queen's University Belfast**

- Accommodation applications usually open in March.
- Apply online with your UCAS ID: <https://www.qub.ac.uk/accommodation/>
- NI students are not guaranteed a room in Queen's accommodation however priority for allocation will be given to those students who on 30 June 2024 have firmly accepted their undergraduate offer
- No deposit is required at time of applying. You will only be asked for a deposit if you are allocated a room.
- All applications need to be made before 30<sup>th</sup> June but early applications are recommended.
- QUB will start to allocate places to NI students who have got into their course at QUB after issue of A-level results. allocations will be based on distance lived from campus, preference will be provided to students living further from campus.
- E: [accommodation@qub.ac.uk](mailto:accommodation@qub.ac.uk) T: +44 (0) 28 9097 4403

## Ulster University

- If you are eligible to apply for Ulster accommodation, then you will be sent an email during the first/second week of May with your 'B' number. If you do not receive this email by the end of May, then you should contact Ulster.
- You can only apply for Ulster, at this stage, if you have made your CF choice with Ulster.
- Apply online using your 'B' number.
- A deposit of £100 is required at the time of application.
- If you do not get the grades you need for Ulster and therefore do not take up your place in halls, the deposit will be returned to you.
- All students who have applied by 7<sup>th</sup> July will be guaranteed a room\*.
- If you are unsuccessful in obtaining your Firm Choice with another university in August, and wish to take up your Insurance Offer with Ulster, then you will need to contact Ulster Accommodation Office ASAP.
- **Belfast Campus** - Email: [accommodationb@ulster.ac.uk](mailto:accommodationb@ulster.ac.uk) Telephone: [+44 28 7167 5750](tel:+442871675750)
- **Magee Campus** - Email: [accommodationm@ulster.ac.uk](mailto:accommodationm@ulster.ac.uk) Telephone: [+44 28 7167 5750](tel:+442871675750)
- **Coleraine** - E-mail: [accommodationc@ulster.ac.uk](mailto:accommodationc@ulster.ac.uk) Telephone [+44 28 7167 5750](tel:+442871675750) \*You may not be allocated your first choice room, but you are guaranteed a room.

***N.B.*** Please note that once students have completed and sent their application to the school, the Careers department will still have amendments to make before it can be forwarded to UCAS. You will need to ensure that you have completed your application, made necessary corrections and sent it off by the deadlines set by your Careers Teacher. This will give enough time for amendments to be carried out and so as not to delay the processing of your application by UCAS/Universities.

## A Student Guide to Completing the UCAS Application

### Registering

1. Go to <https://www.ucas.com/>
2. Click on the **Sign In** tab
3. Click on **Register** and complete (use your personal email address rather than your school email so you have access to updates at all times). Make sure the **password** is **memorable**.
4. A code will then be emailed to your email account for verification purposes.
5. Once your account has been verified, you will be asked a few questions like when you want to start studying, where you live and what you're interested in so the information you see can be tailored to suit you.
6. Make sure you choose the correct study year, **2024** if you want to start next year.
7. Choose the correct level of study - **Undergraduate**
8. You can choose to get information on **apprenticeships** and **conservatoires** here too.
9. Give your postcode so you receive the correct information.
10. Choose if you want to get tailored information about university, college and apprenticeship options. Select the **subjects** that you are interested in – you can change these at any point in your preferences. Enter name of school – Christian Brothers Grammar School, Omagh
11. Consent to share your data with school
12. Create account.
13. Select **Go to my Hub**. Browse all areas of Hub.
14. To start your UCAS application click start on **Start an application**
15. Check that correct entry year and undergraduate are showing. Select undergraduate.
16. You will be asked if you are applying from a school – Click **Yes**
17. Enter the school buzzword – **CBS2024** and **confirm** the details are correct. This will link your application to your school, so they can track your progress and provide support, including adding your reference.

### Applying

Your '**Application status**' helps you keep track of your progress.

As you add information to each tile, the **percentage complete** updates each time you mark a section as complete.

You don't need to complete the application straight away, you can log in and out at any time until you're finished.

The application form is responsive to make it easier to complete.

Once you've completed 'Contact & residency details' if your permanent residence is in the UK, you'll also see the 'Diversity and inclusion' and 'Extra activities' sections to complete.

All sections must be marked as '**Complete**' to send to your school or college that you may be linked to for review. You must complete all mandatory questions to mark a section as complete (they have a \*). The **Personal Details** tile is a good place to start.

### **Personal Details**

- your name should already be visible, but you'll need to add your title and complete the other mandatory fields (marked with a \*).
- Once you have completed a section you must remember **to mark the section as complete and save it** at the bottom of each page.

### **Contact and residency details**

- Enter your contact telephone numbers.
- Enter your personal email address (**not** your school email)
- For address type, select **UK address**, **enter your Postcode** and **select correct address**. Check that address is accurate as sometimes Co. Fermanagh can be listed instead of Co. Tyrone – change if necessary.
- **Nominated Access**: Tick **Yes** – This will allow someone e.g. parent or guardian to discuss your application on your behalf. Enter their name and relationship to you
- **Residency details**: Tick whether your home address is same as postal address.
- **Select your area of permanent residence**: Select **County Tyrone** from drop down box
- **Residential category**: Select **UK Citizen – Northern Ireland (or option that best applies)** from drop down box
- Mark the section as complete and save.

### **Nationality details**

- Select **country of birth** from the drop-down box.
- Select **Nationality** from drop down box. Living in the North of Ireland, you have the option of selecting Dual Nationality, e.g. Irish and UK National.
- If you were born in the UK but have a different nationality, you will be asked additional questions. The information you provide will help universities and colleges in determining your eligibility and allow them to assist you with the visa application process, if required.
- If you select UK as country of birth and then select Irish as nationality, you will be asked for dual nationality, choose UK national (if appropriate). You will then be asked if you have settled or pre-settled status in UK – select No.

- There will be a different combination of questions depending on your country of birth and nationality.
- Mark the section as complete and save.

### **Supporting Information**

All questions are mandatory (\*), but you have the option of *don't know* and *Prefer not to say*.

### **English language Skills**

If English isn't your first language, and you have taken English proficiency tests, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.

If you haven't completed any tests, you can leave the remaining fields blank and then mark this section as complete.

- Mark the section as complete and save.

### **Finance and Funding**

You will only be asked further questions in finance and funding if you select UK, ChI, IoM or EU Student Finance Services.

- Student support arrangements – select NIBd-Western or NIBd-Southern depending where you live.
- Mark the section as complete and save.

### **Education**

You must enter all your qualifications from secondary education onwards – whether you have the result (even any that were ungraded) or you're still awaiting exams and results.

First you need to add details of where you've studied, or are studying, then add qualifications.

- Start by clicking **Add place of education**. Begin typing Christian Brothers' Grammar School, Omagh – it should appear in the drop down box.
- Exam centre number should be automatically filled
- Select start and end date: select 09/2017 for start date and 06/2024 for end (for pupils here for 7 years)
- Type of study – select full time



- When asked do you/will you have qualifications from this centre, select **Yes**
- Once you've added where you have studied you can enter qualifications. Click the **Add qualification** button and search for your qualification. A shortlist of qualifications are stored, click on the relevant qualification and complete the qualification date, awarding organisation, level of qualification and grade achieved/pending. Add all modules studied and save (modules are listed at end of this document). The exam board for majority of subjects sat at Omagh CBS is NICCEA except for those listed below:

GCSE Level	Exam Board	A-Level subject/Level 3 Btec	Exam Board
Computer Science	OCR	Btec Construction	Pearson
Construction	Pearson	Btec Sport	Pearson
Btec Sport	Pearson	Btec Business	Pearson
		Cambridge Technical IT	OCR

- 
- If you have previously attended another post primary school, then add that school also, including dates and any qualification gained there
- Add BTEC number, if relevant
- Add Unique Learner Number, if known
- You'll be asked to select the highest level of qualification you expect to have before the course starts. Select **Below honours degree level qualifications**
- Mark the section as complete and save

## Employment

Only enter paid work here, so not everyone will have something to enter.

If you add more than one employer it will appear in chronological order with the most recent at the top.

Any work experience or volunteering should be covered in your personal statement.

If you leave this section blank remember to mark it as complete.

## Extra Activities

Please add any activity you have taken part in to prepare for higher education.

These include national or regional schemes, university-run programmes, summer schools, taster courses, and booster courses.

Open days are **not relevant** to this question.

If you haven't attended any such activity, please leave this sections blank.

If this section is relevant to you, you need to include:

- type of activity
- name of the activity provider (from a drop down list)
- name of the activity/programme (a free text box)
- dates of the activity.

If the type of activity you attended is not listed, please select 'Other'.

The activity provider is the organiser of the activity. It may be a university or college, or a national, regional, or local organisation.

If the activity provider isn't listed, please select "Other". If you're unsure of the answer, contact whoever organised the activity to find out, and, if you're still unsure, select 'Don't know'.

Add the official title of the activity. If you're unsure of the answer, contact whoever organised the activity to find out.

Remember you can use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education.

## **Diversity and Inclusion**

### **Equality Monitoring**

*You'll only see these questions if you have a UK home address.*

There are two mandatory fields(\*), but you have the option to respond with **I prefer not to say**.

This information is only shared with universities or colleges once you have secured a place, it does not influence any decision making. It's used to ensure applications are treated fairly.

- select the most appropriate answers from the drop down boxes

### **Care support information**

Growing up in care means you are entitled to a range of practical support; for example during your application, financial assistance, year-round accommodation, or help with managing your health and wellbeing.

When you give this information, you are letting the university or college know that you may need additional support during your studies. They may get in touch to tell you more about the benefits and options available, if you want it.

## Parental Education

You can select *I prefer not to say* for the parental education question.

For the occupational background, you must type at least 3 letters into the response field, and then select an option from the menu that appears below it.

If you prefer not to give this information, please enter '*I prefer not to say*'.

Mark the section as complete and save.

## More about you

You can tell us about any circumstances that you might need support for during your studies.

We don't need you to give details – this information will be shared with those involved in making arrangements to support you at the university or college (e.g. the student support team, admissions staff), and they may get in touch to tell you more.

In order to mark the section as complete you will need to select an answer: either to share information or select 'No disability' - You will see this question if you have a UK or Non-UK home address.

You might feel uncertain about sharing personal circumstances, please feel reassured this information is confidential and will not negatively impact your application.

These questions are intended to connect you to the right support for your needs - You will only see these questions if you have a UK home address.

## Personal Statement

- Your Careers Teacher will provide guidance on writing the Personal Statement
- For advice on how to write your [personal statement](#) head to [ucas.com](https://ucas.com) or use the personal statement builder in the UCAS Hub.
- Ensure that your Personal Statement is completely finished and fully edited before transferring it from word to the UCAS application
- The Personal Statement cannot be more than 47 lines/4000 characters, including spaces. UCAS will prompt you if you have used too many or too little lines.
- Ensure you have given a copy of your Personal Statement to your Careers Teacher (by the date requested) so that they can correct it for you
- When happy with the final version copied over, mark section as complete and save section
- You can only mark **this section as complete** on the **Preview** screen.
- Remember UCAS carry out checks to verify your personal statement is your own work.

- If it appears to have been copied from another source, UCAS will inform the universities and colleges to which you have applied. They will then take the action they consider appropriate.
- UCAS will also contact you by email to tell you this has happened.

## Choices

- To add your choice start typing the name of the university or college into the institution field. Select from the options displayed.
- Do the same for the course you have selected.
- Locations and start dates are displayed according to the course details.
- Some courses may require you to disclose your criminal conviction status.
- We'll only show this question if the course choice requires it.
- There is a maximum of 5 choices and choice restrictions still apply (a maximum of four courses of medicine, dentistry, veterinary medicine or veterinary science).
- Once all choices are added you must mark the section as complete to be able to submit.
- Some courses have extra admissions tests and assessments. These will be shown in blue text on the choice card. This should not be a surprise to you, as you should have seen details of this when researching the course.
- Any choice combinations that are not permitted will be flagged with **red text** on the right of each relevant card.

## Submitting your application

Pay £27.50 at Reception, through the cashless system

There are 4 steps to the submission process.

The application must be complete (showing 100%) before pressing submit.

- In the application status tile, click review and submit
- This shows the full application and you can download it as a pdf (in the top right) to help you check it.
- At the bottom of the application, click **Accept and proceed** (or return to application if you want to make more changes).
- You will be asked to update your marketing preferences. You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.

- Then click **Accept and proceed**, or you can Return to application, or Return to marketing preferences.
- **NB** Applications will not be sent to UCAS until the payment has been made. Please note that once you have completed and sent your application, the Careers department still have work to do before it can be forwarded to UCAS. You will need to ensure that you have completed your application, made necessary corrections and send off by deadlines set by your Careers teacher, in order to give enough time for further work to be carried out and so as not to delay the processing of your application by UCAS/Universities.

## **BTec Units studied in our school**

### **BTEC Level 3 National Diploma in Sport – Double (720pts)**

Unit 1: Anatomy and Physiology;  
Unit 2: Fitness Training and Programming for Health, Sport and Wellbeing;  
Unit 3: Professional Development in the Sports Industry;  
Unit 4: Sports Leadership  
Units 7: Practical Sports Performance  
Unit 10: Sports Event Organisation  
Unit 18: Work Experience in Active Leisure  
Unit 22: Investigating Business in the Sport and Active Leisure Industry  
Unit 23: Skill Acquisition in Sport

### **BTEC Level 3 National Extended Certificate in Sport – Single (360pts)**

Unit 1: Anatomy and Physiology  
Unit 2: Fitness Training and Programming for Health, Sport and Wellbeing  
Unit 3: Professional Development in the Sports Industry  
Unit 7: Practical Sports Performance.

### **Pearson BTEC Level 3 National Extended Certificate in Construction and the Built Environment**

Unit 1: Construction Principles 120  
Unit 2: Construction Design 120  
Unit 4: Construction Technology 60  
Unit 5: Health and Safety in Construction 60

### **Pearson BTEC Level 3 National Diploma in Construction and the Built Environment**

Unit 1: Construction Principles 120  
Unit 2: Construction Design 120  
Unit 4: Construction Technology 60  
Unit 5: Health and Safety in Construction 60  
Unit 6: Surveying in Construction 60  
Unit 7: Graphical Detailing in Construction 60  
Unit 8: Building Regulations and Control in Construction 60  
Unit 9: Management of a Construction Project 60  
Unit 41: Renewable Energy 60  
Unit 42: The Housing Industry 60

**Cambridge Technical Introductory Diploma in IT**

Unit 1: Communication and Employability Skills for IT

Unit 2: Information Systems

Unit 27: Digital Graphics

Unit 23: Database Design

Unit 12: Website production

Unit 43: Understanding social media for business

**BTEC Business**

Unit 1: Exploring Business

Unit 2: Developing a marketing campaign

Unit 3: Personal and Business Finance

Unit 8: Recruitment & Selection Process