



MARLING  
SIXTH FORM  
*Downfield Road*

# Future Plans

## Careers & University Guide

Summer 2023 leavers

***'Nobody can tell you where to go or what to do!  
You have to make your own decision.'***

UCAS

Whether you start an apprenticeship, go to university, take a gap year, or commence employment, this booklet provides guidance and signposts you to further sources of information.

Use this guide in conjunction with your **unifrog** account.

Members of staff can also offer you advice:

Your Tutor, Head of Year, Head of Sixth Form,  
Subject Teachers, Sixth Form Student Support.

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# The University Application Process

## Key Dates for University Application

### 2022 key dates

<b>From 17 May</b>	Register with UCAS & start personal statement
<i>From 15 July</i>	<i>Students can start Conservatoire applications (music applications)</i>
<b>19 September</b>	Marling deadline for Oxbridge; Medical; Dentistry; Veterinary Science applications
<i>1 October</i>	<i>UCAS Conservatoires application deadline (music applications)</i>
<b>15 October</b>	UCAS deadline for Oxbridge; Medical; Dentistry; Veterinary Science applications
<b>7 November</b>	<b><u>Deadline</u></b> for all other students to complete their UCAS applications

### The 7<sup>th</sup> November deadline is early for a reason.

You will still need:

- your reference from your tutor to be added
- your application to be checked by school

University admissions tutors start making offers to students well before the official January deadline.

**Many offers are made to Marling students, by early December each year.**

### 2023 key dates

<b>25 January</b>	UCAS deadline for equal consideration of applications
<b>August</b>	A Level results – confirmation of university place

## Applying to University through UCAS

All students will start their online UCAS applications in school from Tuesday 17<sup>th</sup> May 2022

If you've not already done so, register in the **UCAS Hub** - [ucas.com/hub](https://ucas.com/hub)

- Access your email and complete the verification process -

The email address that you use must be appropriate as you will use this email to communicate with universities.

- Confirm you want to start your studies in 2023 and are interested in 'Undergraduate' level of study. You'll then be taken to your UCAS Hub dashboard, where you'll see a tile called 'Your application'. Simply click 'Start' to begin your application, use this link to help complete the application:

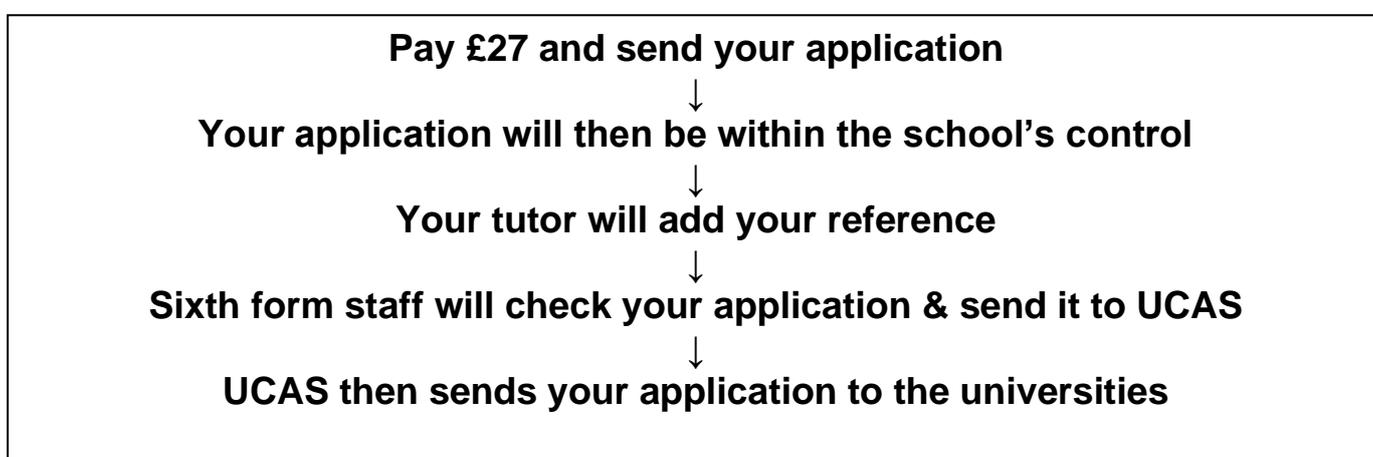
<https://www.ucas.com/undergraduate/applying-university/filling-your-ucas-undergraduate-application>

KEY ACTIONS when registering:

- **Link your application to Marling:**  
Use Marling's buzzword 'marvin23' to link your application to Marling so that your referee (tutor) can attach their reference.

You won't complete your application in one go – save your progress and sign back in anytime.

**When you have completed all your sections:**



You will receive an acknowledgement from UCAS that your application has been received.

## UCAS Track

You use UCAS Track to keep you informed of the decisions made by the universities.

They will either:

- make you an offer
- invite you to interview
- reject your application

Once you have received the decisions from **all** of your universities, you then have to:

- accept one as a **firm** choice
- keep one as an **insurance** offer (requiring lower grades than the firm choice)
- and reject all other offers.

After accepting your offers, you have 14 days to make changes if necessary.

If you get the grades for your Firm choice, you will be placed at that university.

***You will not have the choice to go to your Insurance university instead.***

## Interviews and Admissions Tests

### Interviews

- More and more courses are inviting students to an interview before making a decision.
- All students should check whether they will be interviewed for their course and let Sixth Form know.
- Students who are required to attend an interview may be offered a practice interview, where this is possible. As far as possible, you should also use your own contacts, friends and family to arrange practice interviews.

### Admission tests

- ❖ Some competitive universities require you to pass an additional admissions test. YOU need to check if this applies.

Find out more:

[www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/admissions-tests](http://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/admissions-tests)

*Admissions tests and university interviews are discussed throughout the Scholars Programme and in more detail in the Marling document:*

**“Competitive Applications and Courses at UK Universities.”**

# Personal Statement Writing

## General Guidance

Your personal statement is your opportunity to convince the university that you are right for their course.

- Maximum of 47 lines and 4,000 characters (about one typed page). Aim to use up the majority of the character allowance.
  - Only **one** statement for **all** your course choices. Admissions tutors for all your courses will see the same Personal Statement so choose similar courses
  - If you don't know where to start, begin by making some bullet points of anything that may be relevant. Then add some detail to those points.
  - **Draft**, show someone, **re-write**; **draft**, show someone, **re-write**... (repeat)
- 
- ❖ **Tell the truth:** if you are asked for an interview you will be questioned about the contents of your personal statement. Don't exaggerate.
  - ❖ **Don't use humour**, it rarely works.
  - ❖ **Your own work:** Personal statements are checked by UCAS for plagiarism using sophisticated software.

UCAS and Unifrog have advice on writing your personal statement.

**Upload your personal statement onto Unifrog so that your subject reference writers can refer to it.**

## Personal Statement: Structure Overview

### INTRODUCTION

Why that course?

Why do you want to do what you want to do?

DON'T: use the word passion

say you've been interested since you were 5 years old

DO: give a specific example of when your interest began

### MAIN BODY OF STATEMENT

Super curricular & academic

“Think **super-curricular** NOT extra-curricular”

Super-curricular is all the things you have done (beyond A Level work) which relate to the course.

**What have you done/read/seen/written/attended to help you succeed and know that this subject/course is right for you?**

DON'T: narrate the content of your A Levels

DO: specify a particular element of your A Levels that is of interest

Extra-curricular

You as a person - personal skills/interests/activities, relate to the course where possible

### CONCLUSION

Why should the university offer you a place?

What career aspirations do you have?

Mention your gap year if applicable

**Your personal statement should be at least  $\frac{2}{3}$  academic**

## Personal Statement: Content

- **Introduction:** If you are stuck, write the **opening statement** last
- **Main body of statement: Supercurricular and academic**

Demonstrate your personal interest and insight into the course and tailor this closely to the course descriptions of **all** the courses to which you are applying.

Apply the **ABC** rule wherever possible:

- Outline the **Activity** – what you did
- Describe the **Benefit** – what you learnt and how you grew
- Relate to the **Course**

Don't **tell** the admissions tutor what you have done, **show** them specific details which add depth:

	Use the <b>ABC</b> rule to expand
What are you enjoying about your <b>A Level study</b> (specific topics)?	
Which specific <b>modules of the degree</b> do you look forward to studying in greater depth?	
What <b>academically related activities</b> have you taken part in beyond the classroom?	
What did you learn <b>from related activities</b> such as reading; work shadowing; taster days?	
If your degree is not related to your A Level study, <b>what related knowledge and experience</b> do you have?	
What <b>career aspirations</b> do you have; what insight do you have into where a degree will lead you?	

Continue the main body of the statement using the **ABC rule** to write about **extracurricular** activities:

### Voluntary/Paid work

- ❖ Link experiences to skills or qualities mentioned in the course entry requirements.

### School Experience

- ❖ Outline positions of responsibility and describe how they developed your character.
- ❖ Outline clubs/societies/activities and describe their benefit to your development.

### Interests/Sporting Achievements

- ❖ Outline the activity and describe the benefit to your development:  
i.e: musical instruments; Duke of Edinburgh awards; sports teams.

*If you have considerable sporting ability, you should use this to sell yourself.  
Some universities pride themselves on developing national and international sports people.*

### • **Conclusion**

Write a final statement which brings attention back to either your choice of degree or your ability to be successful at university.

*Do not mention why you would like to go to a particular university  
as this may prejudice admissions tutors from the other universities.*

### Deferred entry:

- ❖ If applying for **deferred entry**, write a sentence that explains what you intend doing with the year.
- ❖ If possible, link your gap year with your course e.g. if applying for Modern Languages, and your gap year will be spent working in Europe to improve your language skills.

# Research

Complete the following activities

Complete a careers quiz

Apprenticeship research

Example CV drafted

Study overseas research

Book university open days

Spartan test completed

Work placement research

A Level subject chart

University courses chart

Gap Year options explored

## What next – careers advice

With so many different career sectors, it can be difficult to imagine the kind of employment you might enjoy. Use the following information about job markets to start identifying some potential employment opportunities.

### National Job Market – Labour Market and Skills Gaps

The UK Shortage Occupations List details the professions that are in high demand in the UK. Therefore there are likely to be good employment prospects in these areas. There are lots of engineering and IT related roles; as well as social work; paramedics; nursing; skilled chefs and many differing roles in the Arts.

Open Table 1 in the following link to find out more:

[www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-k-shortage-occupation-list](http://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-k-shortage-occupation-list)

In the future, there are likely to be skills gaps in Robotics; AI and Automation.

### Local Employment

Some of the largest employers in Gloucestershire are in the following sectors:

Health and Education; Manufacturing and Engineering; Financial services

The sectors expected to grow:

- Nuclear energy generation in the energy and water sector
- High-tech manufacturing activities
- Information and communications technology

### Careers Quizzes

Completing a careers quiz may help you start to identify some potential careers:

- The Spartan test on Sacu.com will create you a career cloud of many different careers and gives you detailed information about what the career entails <http://sacu-student.com/>
- The National Careers Service Skills Health Check is a set of quizzes and activities designed to help you explore your skills, interests and motivations, and help you decide what kind of jobs might be right for you <https://nationalcareersservice.direct.gov.uk/skills-health-check/home>
- With over 350 different roles, the NHS careers test can help you identify which roles might suit you. Try it, even if you are not interested in a health career, as many roles are not related to healthcare <https://www.stepintothenhs.nhs.uk/careers/take-the-test>
- This test will help you identify an industry sector that may suit you and that you can explore further [www.allaboutcareers.com/career-test](http://www.allaboutcareers.com/career-test)

## After A Levels... *alternatives to university*

### Apprenticeships

*There is a lot of similarity between Higher & Degree Apprenticeships and School Leaver Programmes, often described by employers as Early Careers.*

- ❖ *You might gain a professional qualification*
- ❖ *Salaries could be in the region of £12,000 - £24,000*
- ❖ *You might study at university part-time, full-time or via distance learning*
- ❖ *You may have university fees fully or partially paid*
- ❖ *The employer may offer you a job at the end of your training*

### Higher & Degree Apprenticeships

A **Higher Apprenticeship** starts at the same level as **Higher Education** (university)

Higher apprenticeships combine on the job training with study and lead to a nationally recognised qualification at one of the following levels:

<b>Level 4</b>	foundation degree (first year at university)
<b>Level 5</b>	HE Certificate or Diploma (equivalent to two years at university)
<b>Level 6/7</b>	equivalent to a Bachelor's or Master's degree

A Level 6/7 Higher Apprenticeship may be called a **Degree apprenticeship** which is usually designed by an employer and a university to ensure that the apprentice graduates with the skills needed by the relevant industry.

You might attend university on a part-time or distance learning basis whilst working for the employer.

Entry requirements will vary, from two A-level passes to three high A Level grades.

### School Leaver Programmes

**School leaver programmes** are run by large companies and can be similar to Higher/Degree Apprenticeships, often with the opportunity to gain professional qualifications and/or a foundation or bachelor's degree.

- School leaver programmes are often longer than apprenticeships. They can last from 3-7 years.
- The structure of the programme will vary, for example:
  - a year spent at university, before working full-time for the company for the next two years,
  - full-time work at the company alongside study on a part-time or distance learning basis.

### A note about **Advanced Apprenticeships**

Although an Advanced Apprenticeship is at **Level 3** (the same level as A Levels), there are a great number and variety of Advanced Apprenticeships which may prove to be a good entry point into a company or career that you are interested in pursuing.

Advanced Apprenticeships are likely to just require GCSE grades.

They are unlikely to pay as much as a Higher Apprenticeship but may be a great route into that particular area of employment.

**Superdry, KPMG and Kohler Mira** are examples of local employers that offer interesting and competitive Advanced Apprenticeships.

### Researching opportunities:

- Applying for an apprenticeship or school leaver scheme will involve undertaking thorough individual research.
- Some apprenticeships will be very competitive so ensure that you are aware of the application deadlines and research the opportunity thoroughly.
- You should be making multiple applications not relying on one apprenticeship application.
- Consider making a university application alongside your apprenticeship applications to keep your options open.

**Use UNIFROG to search for vacancies and record your progress.**

**Go to individual companies websites to find out what they offer, opportunities may be detailed in the 'Early Careers' section of the website. Where possible 'register your interest' with the company.**

*Start your research early so that you don't miss any application deadlines.*

Search

[www.unifrog.org](http://www.unifrog.org)

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

[www.theswac.org.uk/current-vacancies/](http://www.theswac.org.uk/current-vacancies/)

[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)

[www.allaboutschoolleavers.co.uk](http://www.allaboutschoolleavers.co.uk)

## Higher and Degree apprenticeships are available in over 75 sectors:

**A**  
Accounting  
Actuarial Technician  
Advanced Dairy Technologist  
Aerospace Engineer Level  
Aerospace Software Development Engineer  
Agriculture  
Aircraft Maintenance Certifying Engineer  
Assistant Technical Director (visual effects)  
Associate Ambulance Practitioner  
Associate Project Manager  
Aviation Operations Manager

**B**  
Bespoke Tailor and Cutter  
Broadcasting Technology  
Bus and Coach Engineering Manager  
Business Analyst (Digital)  
Business and Professional Administration

**C**  
Care Leadership and Management  
Chartered Legal Executive  
Chartered Manager Degree Apprenticeship  
Chartered Surveyor Level  
Civil Engineer Level  
Civil Engineering Site Management (degree)  
Commercial Procurement and Supply  
Construction Management  
Control / Technical Support Engineer  
Conveyancing Technician  
Creative and Digital Media  
Cyber Intrusion Analyst  
Cyber Security Technologist

**D**  
Data Analyst  
Dental Practice Manager  
Dental Technician Level  
Digital Learning Design  
Digital and Technology Solutions Professional

**E**  
Electrical Power Protection and Plant Commissioning Engineer  
Electrical/Electronic Technical Support Engineer  
Embedded Electronic Systems Design and Development Engineer

**F**  
Financial Adviser  
Food Industry Technical Professional (Degree)

**H**  
Healthcare Assistant Practitioner  
Healthcare Science Associate  
Healthcare Science Practitioner  
Hospitality Management  
Human Resource Consultant/ Partner

**I**  
Insurance Professional  
Intelligence Operations  
Internet of Things and Cyber Systems Engineer  
Investment Operations Specialist

IT, Software, Web & Telecoms Professionals

**J**  
Junior 2D Artist (visual effects)  
Junior Management Consultant

**L**  
Laboratory Scientist  
Legal Services  
Licensed Conveyancer  
Life Sciences and Chemical Science Professionals

**M**  
Manufacturing Engineering  
Manufacturing Engineer  
Mineral Products Technology

**N**  
Network Engineer  
Nuclear Scientist and Nuclear Engineer  
Nuclear Technician  
Nuclear Welding Inspection Technician  
Nurse (registered nurse degree)

**O**  
Operations/Departmental Manager  
Outside Broadcasting Engineer

**P**  
Paraplanner  
Post Graduate Engineer  
Power Engineer (Degree)  
Probate Technician  
Process Automation Engineer  
Product Design and Development Engineer  
Professional Accounting Taxation Technician  
Professional Services  
Project Controls Technician  
Project Management  
Public Relations  
Public Sector Commercial Professional

**R**  
Rail Engineering Advanced Technician  
Recruitment  
Relationship Manager (Banking)  
Retail Manager  
Road Transport Engineering Manager

**S**  
Science Industry Process / Plant Engineer  
Senior Compliance/Risk Specialist  
Senior Housing/ Property Management  
Social Media and Digital Marketing  
Software Tester  
Software Developer  
Solicitor  
Supply Chain Management  
Sustainable Resource Operations and Management  
Systems Engineering

**T**  
Teacher  
The Water Industry

**U**  
Unified Communications Trouble Shooter

## A selection of companies which offer degree apprenticeships:

- **Aerospace engineering and Aerospace software development**  
Airbus, BAE Systems and Rolls Royce, Atkins
- **Automotive engineering**  
BMW Group UK, Toyota UK, Vauxhall Motors; Jaguar Landrover
- **Construction and Surveying**  
Axis; BAM Construct UK Ltd, Barratt; Costain; Kier; ISG Pearce Limited
- **Defence**  
General Dynamics, Raytheon, Serco
- **Digital industries – IT and Technology**  
BT, Fujitsu, Network Rail; Goldman Sachs; John Lewis
- **Electronic systems engineering**  
ARM, Embecosm, FlexEnable
- **Financial services**  
Barclays, HSBC, Santander, Lloyds, Experian, PWC
- **Life and industrial sciences**  
Astra Zeneca, GSK, Pfizer Inc
- **Nuclear**  
EDF Energy, Magnox Ltd, Sellafield
- **Power engineering**  
Amey, Siemens, SSE

## Examples of degree programmes which link with universities:

**PwC** – Flying Start degree programmes - full-time student on a Accounting degree at Reading, Newcastle or Nottingham University with paid work experience and placements.

**Capgemini** offer an IT Degree Apprenticeship Programme with Aston University studying a BSc in Digital & Technology Solutions, whilst working at the same time.

**Experian** offer a BA in Management and Leadership sponsored degree programme in conjunction with Nottingham Business School .

**KPMG** offer a 6-year programme to gain an accounting degree from either the University of Birmingham or Durham and become a fully qualified Chartered Accountant.

**Below are the 50 most popular employers with school leaver opportunities. Visit their websites to find out what they offer:**

GOOGLE	BBC	NHS CAREERS	MICROSOFT	ITV
SKY	ASTON MARTIN	JAGUAR LAND ROVER	MI6	BRITISH AIRWAYS
SONY	ROLLS-ROYCE	CHANNEL 4	ASTRA ZENECA	BOOTS
HSBC BANK	VISA	BMW GROUP	BENTLEY	AIRBUS
THE ARMY	JOHN LEWIS	BAE SYSTEMS	DYSON	LLOYDS
MI5	SANTANDER	NISSAN	BARCLAYS	HARRODS
PFIZER	THE RAF	KPMG	LLOYDS BANK	ADIDAS GROUP
L'OREAL	FORD	GOLDMAN SACHS	THE NAVY	RBS
VOLKSWAGEN	IBM	AMAZON	MARKS & SPENCER	DELOITTE
VIRGIN MEDIA	J.P.MORGAN	PWC	NATIONWIDE	SIEMENS

**Local Higher/Degree Apprenticeship providers:** the following details are subject to change (last checked 2020), please contact employers directly for current opportunities.

EMPLOYER	LOCATION	ENTRY REQUIREMENTS
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#### Accounting/Finance:

Airbus	Bristol	BBB
Smith and Williams	Cheltenham	112 points (BBC equivalent)
St James's Place	Cirencester	2 A Levels
BDO	Bristol	3 A levels at grades A*-C
Deloitte	Bristol	104 points (BCC equivalent)
Dyson	Malmesbury	AAB
HATS	Gloucester	CCC

#### Business and Commercial:

Kohler Mira	Gloucester	96 points (CCC equivalent)
L3 TRL	Tewkesbury	2 A Levels: A*-C

#### Customer Services/Human Resources:

St James Place	Cirencester	2 A Levels
Vertu Motors	Gloucester	120 points (BBB equivalent)

#### Digital and Technology Solutions:

Airbus	Bristol	3 A Levels: B and above
KPMG	Bristol	104 points (BCC equivalent)

#### Engineering:

Airbus	Bristol	BBC
EDF Energy	Gloucester	3 A Levels: C and above
Renishaw	Gloucestershire	120 points (BBB equivalent)
Rolls Royce	Bristol	3 A Levels A*-B
Dyson	Malmesbury	AAB
MOD	Bristol	BBC
GE Aviation	Cheltenham	CCC
GKN	Bristol	2 A Levels A*-C
Strategic IT	Stonehouse	A Levels
Safran Landing Systems	Gloucester	3 A Levels
Unilever	Gloucester	2 A Levels: A-C

#### IT/Cyber Security:

ATOS	Gloucester	varies
Dyson	Malmesbury	varies
GCHQ/MI5	Cheltenham	3 A Levels: A-C
BT	Cheltenham	BBC

#### Management/Project Delivery:

Rolls Royce	Bristol	3 A Levels: A-C
Nationwide	Swindon	112 points (BBC equivalent)
McDonalds	Bristol	104-112 points (BCC-BBC)
St James Place	Cirencester	2 A Levels

Find out about 3 alternatives to university.

Search for **apprenticeships/school leaver programmes**

Note your research findings below:

*An example of an opportunity:*

Company: EDF Energy, Gloucester  
Title of role: NDT Engineering Apprenticeship

Salary: £13,900 a year with annual increases  
Length of training: 4 years

Entry requirements: 3 A Levels A-C inc. maths & a science or engineering subject  
Qualification gained: BSc Degree in Non-Destructive Testing

Company:  
Title of role:

Salary:  
Length of training:

Entry requirements:  
Qualification gained:

Company:  
Title of role:

Salary:  
Length of training:

Entry requirements:  
Qualification gained:

Company:  
Title of role:

Salary:  
Length of training:

Entry requirements:  
Qualification gained:

## Armed Forces

If you are considering joining the armed forces, their websites provide full information and also how to obtain scholarships or bursaries if you decide to attend university before joining. They also all offer a variety of apprenticeships.

RAF - [www.raf.mod.uk/recruitment/how-to-apply/](http://www.raf.mod.uk/recruitment/how-to-apply/)

Royal Navy - [www.royalnavy.mod.uk/careers/get-ready-to-join](http://www.royalnavy.mod.uk/careers/get-ready-to-join)

Army - [www.army.mod.uk/join/How-to-join.aspx](http://www.army.mod.uk/join/How-to-join.aspx)

## Employment

If you decide to look for paid employment, you may want to start by exploring the different types of jobs available.

- ❖ Take the **Spartan test** [www.sacu-student.com](http://www.sacu-student.com) to identify careers that may be interesting to you.
- ❖ The National Careers Service website has a section with careers advice detailing over 800 job profiles  
<https://nationalcareers.service.gov.uk/>

Top five job-hunting tips (adapted from prospects.ac.uk):

1. **Network** - Ask your contacts for advice and opportunities, use social media, attend careers fairs, participate in work shadowing.
2. **Sign up for job alerts** - Take advantage of websites' automatic job updates. Utilise the more traditional methods of browsing job boards and local newspapers too - these are tried and tested ways of finding vacancies.
3. **Stay motivated** - Your job hunt will eventually prove fruitful - even if it becomes frustrating at times. Ask for feedback wherever possible and use the experiences to develop yourself.
4. **Target your application** - Tailor your application to the individual job specifications and values of each organisation. Make every covering letter as personal to the role and company as possible.
5. **Volunteer** - This enhances your CV, tests out your chosen career and puts you in pole position for any arising job opportunities. Behave well, be smart and enthusiastic. Remember to enquire about potential vacancies.

## Making an application for a job or apprenticeship

Each application will be different, so make sure you read the application details *thoroughly* to ensure you make the best impression from the outset.

- ❖ Follow the application instructions exactly.
- ❖ Some applications may be completely online.
- ❖ Some will ask you to send in your CV with a covering letter.

Either way, it is good to have a basic CV ready prepared detailing all your factual information.

- ❖ Use the information from the job application to inform your CV/covering letter/online application.
- ❖ **Copy** the language that is used to demonstrate that you have read and understood the role to which you are applying

## CVs and Covering letters

The National Careers service has lots of useful advice regarding CVs and cover letters:

<https://nationalcareers.service.gov.uk/get-a-job>

### CV - Curriculum Vitae

- ❖ Your CV should be brief and to the point containing factual information.
- ❖ A maximum of two typed pages but preferably just one side
- ❖ It should be easy to read at a glance:
  - using bullet points rather than long sentences
    - **sub-headings**
    - the use of underlining or **bold** to help statements stand out.

A potential employer needs to be able to identify the important information with ease.

There are lots of sample CVs available online. The Guardian has lots of advice.

[www.theguardian.com/careers/cv-templates](http://www.theguardian.com/careers/cv-templates)

## Example CV layout

Full name  
Address  
Telephone number  
Email address

### PROFILE

Your profile should summarise in a few key sentences, the skills you've gained from both academic and work experience.

### EDUCATION

**School name** (secondary only)

Qualification	Year	Subject	Grade
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- ❖ List all the qualifications you have gained **plus** pending qualifications

### WORK EXPERIENCE

Date	Role	Company name
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- ❖ Describe the benefits to you – what you learnt and how you grew

### PAID EMPLOYMENT

Date	Role	Company name
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- ❖ Describe the experience that you have gained

### VOLUNTARY WORK

Date	Role	Company name
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- ❖ How you benefited from the experience

### INTERESTS

Activity	Skills you have gained
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### REFERENCE DETAILS

Name	Job role	Contact details
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## Covering letter

A covering letter should always be sent along with your CV.  
The covering letter should be just one side of A4.

The purpose of the letter is to expand the skills mentioned on your CV and specifically relate them to the job role as described in the job description.

A covering letter should include

- who you are and why you are writing
- what you want
- what you can offer
- why they should consider you
- why you want to work for them

There are lots of sample covering letters online. The Prospects website has good information:

[www.prospects.ac.uk/careers-advice/cvs-and-cover-letters](http://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters)

### Example Covering Letter format

	Your Name Address Telephone number Email address
Date	
Name of recruiter Address of company	
Dear Mr/Mrs...	
Re: (Job details)	
Please find enclosed a copy of my CV...	
Explain -	
<ul style="list-style-type: none"> <li>• what you want and what you can offer</li> <li>• why they should consider you</li> <li>• why you want to work for them</li> </ul>	
<i>Use the job description to inform what you include</i>	
Yours Sincerely	
Name	

## Interview skills

Preparing for an interview is very important. It will help calm your nerves and ensure you give your best performance.

### Preparation:

- find out what kind of interview it will be
- re-read the person specification and your CV/application form, and think about what type of questions they might ask you
- prepare answers for questions that may be asked

Examples of common questions:

- ❖ why do you want the job?
- ❖ what are your strengths and weaknesses?
- ❖ what would your colleagues and friends consider as your best qualities?
- ❖ why have you chosen to apply to this company?
- ❖ what do you think the main challenges will be?
- ❖ can you give an example of when you coped with a difficult situation?
- ❖ what are your goals?

Use the STAR acronym to ensure that your answers are specific:

<b>Situation</b>	briefly explain the situation
<b>Task</b>	briefly explain what you had to do
<b>Action</b>	very clearly say what you did
<b>Result</b>	explain what you learned

- don't worry if you need time to think before answering a question
- ask for the question to be repeated if necessary
- prepare some questions to ask at the end of the interview - use it as an opportunity to find out more about the role and the company.

### First impressions count:

Your words and appearance in the first few seconds leave a lasting impression.

- ❖ Dress smartly and arrive early
- ❖ Give good eye contact and smile
- ❖ Speak clearly and confidently
- ❖ Listen attentively

## University Research

### Studying Overseas

*43 of the top 50 world ranked universities are not in the UK.*

[www.timeshighereducation.co.uk/world-university-rankings](http://www.timeshighereducation.co.uk/world-university-rankings)

#### Europe

- **There are more than 1800 bachelor degrees taught in English in Europe.** 36 European Universities are ranked in the World top 100, including Germany and the Netherlands who have many high ranking establishments.
- **Entry requirements are generally lower than in the UK.** Some countries ask that you complete A Level study but are not concerned with grades. *This is not necessarily a reflection of quality, rather a reflection of the belief that higher education should be accessible for all. The university is likely to be more concerned with how you perform during your first year.*
- **At the moment, tuition fees are often considerably cheaper in Europe,** with the four Scandinavian countries not charging anything for tuition – Sweden, Denmark, Norway and Finland. There are very low fees, under €2000, in Austria, Germany, Switzerland and the Netherlands.
  - **Brexit** - *It's not entirely known how leaving the EU will affect fees for UK students, some universities may offer UK students the same fees as EU students, but some may classify them as non EU / EEA nationals and the cost may rise.*
- **Student loans from the UK cannot be used overseas** but you may be eligible for loans from the country where you apply or a student work permit.

For a small fee, Eunicas can help with your application to European Universities [www.eunicas.co.uk](http://www.eunicas.co.uk)

#### USA

- **41 of the 100 world top** universities are in the US. There are more than 4,500 universities to choose from.
- A **range of subjects are studied in the first two years** before choosing a major.
- In the US, there are **excellent fee assistance programmes** if you qualify for a scholarship based on sport, music or other talent.
- Apply directly to each university and sit the SAT admissions test.

For study in the US [www.fulbright.co.uk](http://www.fulbright.co.uk) and [www.collegeboard.org](http://www.collegeboard.org)

For universities worldwide [www.thestudentworld.com](http://www.thestudentworld.com) [www.astarfuture.co.uk](http://www.astarfuture.co.uk)

UniFrog have lots of useful guides in their Know-how Library

***You can make an overseas application alongside your UK UCAS application***

Use the suggested websites to research **3 courses in 3 different countries**. Note your research findings below:

Country: Netherlands  
University: Leiden University  
Course title: BSc Political Science  
World Ranking: 68  
Length of course: 3 years  
Entry requirements: 3 A-levels [Minimum Grade C]  
Cost of tuition: €2,083 per year  
Notes:

Country:  
University:  
Course title:  
Length of course:  
Entry requirements:  
Cost of tuition:  
Cost of living:  
Notes:

Country:  
University:  
Course title:  
Length of course:  
Entry requirements:  
Cost of tuition:  
Cost of living:  
Notes:

Country:  
University:  
Course title:  
Length of course:  
Entry requirements:  
Cost of tuition:  
Cost of living:  
Notes:

Make a note of any queries that you want to research further:

- 1.
- 2.
- 3.

## Higher Education in the UK

### Is University worth it - the financial value of a degree:

High Fliers produce an excellent report detailing graduate employment including salaries. To download the latest report: Graduate Market in 2021 Latest assessment of graduate recruitment at the UK's top employers, go to <https://www.highfliers.co.uk/>

Unistats.com compares earnings of graduate, search in the employment & accreditation section of a course details.

#### ➤ Undergraduate degrees

- An undergraduate degree (BA, BSc) is the most common Higher Education qualification. It usually takes 3 years of full time study.
- Degrees may be subject-based or focused on a specific profession.

A degree may be awarded with, or without honours. The degree classifications are:

- First-class honours (1st)
  - Second-class honours, upper division (2:1)
  - Second-class honours, lower division (2:2)
  - Third-class honours (3rd)
  - Ordinary degree (pass)
- In Scotland, typically a degree lasts 4 years. An Honours level degree in the Arts or Social Sciences is called a Master of Arts (MA). These should not be confused with the Master of Arts offered by universities in England, which refers to a postgraduate qualification.

#### ➤ Art Foundation

- If you want to study Art and Design at University, you may choose to complete an Art Foundation course first.
- Over the years, students from Marling have thoroughly enjoyed their experience on the Foundation Diploma in Art and Design at SGS Stroud College.
- The course is a diagnostic course designed to help choose which Art or Design discipline you wish to further specialise in. Apply direct to SGS.

#### ➤ UCAS Conservatoires

- If you want to study music at a conservatoire, you will need to complete your application by 1<sup>st</sup> October.
- Studying music at a conservatoire prepares you for employment in the music performance industry.
- [www.ucas.com/ucas/conservatoires](http://www.ucas.com/ucas/conservatoires)

## Student Finance

### Tuition Fees

- Degree courses cost a maximum of £9,250 per year for tuition (where universities have achieved the Teaching Excellence Framework).
- Student Finance England (SFE) provide a loan (paid direct to the university) to cover tuition fees.

### Living (maintenance) costs

- Each year of your course, you will need money to cover accommodation; food; travel etc with London costing over £12,000; Manchester about £9,000 and Dundee approximately £7,500.

*London can be the most cost-effective due to the range of part-time work opportunities (Student Living Index Survey – Barclays)*

- SFE provide maintenance loans to help toward these living costs. The loan varies considerably from about £4,500 up to over £11,000.
- The amount you can receive is based on your household income. For the academic year 2023-2024, the assessed tax year will be 2021-2022.
- The amount is also based on whether you live at home; live away from home outside London; or live away from home in London.

To cover living costs, students will need to supplement their loan with a combination of the following: part-time job; savings; parental contribution; university bursary or scholarship.

### University bursaries and scholarships:

Universities will offer **scholarships** based on academic/sporting/music excellence & a variety of **bursaries** linked to household income.

*Check details on individual university websites.*

### Sponsorships:

- ❖ *You could gain a scholarship or sponsorship from a professional institution i.e. Imeche for engineering degrees; YINI for STEM related degrees.*
- ❖ *Your degree could be sponsored by an employer. The employer may offer you a guaranteed job on qualification or a place on their graduate scheme.*
- ❖ *The armed forces could also sponsor you to attend university.*

**You need to make an application to Student Finance by the end of May 2023.**

[www.gov.uk/student-finance](http://www.gov.uk/student-finance)

### Repayment

Loans from Student Finance England do not have to be repaid until you finish your course and earn above £25,000:

Annual income before tax	Monthly repayment
Up to £25,000	£0
£30,000	£37.50
£45,000	£150

*It's useful to think of the repayment as a **TAX** on earnings rather than as debt.*

## University Open Days

Open days are great sources of information about courses and to decide whether the university is somewhere you would want to live, as well as study [www.opendays.com](http://www.opendays.com)  
Also use the UCAS open days search tool or individual university websites.

Complete the information below based on Open Days you've already attended and those you are planning to attend:

University:  
Open day date:

Notes:

*If you are eligible for the 16-19 bursary, this can be used to help with transport costs. Please speak to the sixth form team or the Finance department if relevant.*

## Finding the Right Degree Subject

*What do you enjoy studying? Don't just choose the subject you are best at, you need to love it to study it for several years!*

You could... study an academic subject: Mathematics or History.  
 combine subjects: Economics and Finance with European Study.  
 choose a vocational degree: Teaching or Architecture.

- Take the **Spartan test** [www.sacu-student.com](http://www.sacu-student.com) to identify a university subject cloud unique to you. You will need to register and then take the test.

	<b>Spartan Test results:</b> Pick 5 subjects from your subject cloud	Identify the employment options for each degree subject <a href="http://www.prospects.ac.uk/options_with_your_subject.htm">www.prospects.ac.uk/options_with_your_subject.htm</a>
1.		
2.		
3.		
4.		
5.		

### The link between degree courses and employment

- ❖ In some cases there's a clear link between a degree and a career i.e. Pharmacy or Journalism.
- ❖ To become an engineer you should study an engineering subject but, conversely, some students who study engineering, enter careers in project management, business or finance.
- ❖ For entry to some professions i.e. Law or Accountancy, you can convert your degree with specific training, professional qualifications or post-graduate study.

***Many degrees do not lead to specific careers but give skills and experience that will assist you to gain employment.***

*The document 'What do Graduates do' gives a good overview of potential careers*  
<https://luminare.prospects.ac.uk/what-do-graduates-do>

## Work placements and Internships within your degree

Highfliers Research 2020 (*with the UK's 100 most successful employers*) stresses that **work experience is as important as a 2:1 or 1st class degree**:

- Many graduate vacancies are filled by students who have already worked for their organisations – either through paid internships, industrial placements or vacation work.

*They warn that graduates with no previous work experience are unlikely to be successful during the selection process and have little or no chance of receiving a job offer for their organisations' graduate programmes.*

- Consider degrees with a placement year; year in industry; or internship.  
The tuition fee for the placement year will be much lower than the usual tuition fee.
- Explore study abroad for part of your degree <https://www.turing-scheme.org.uk/>
- Check how the university careers service can help you gain employment, what are their links with employers.

On UNIFROG or a university website, find out 3 facts about a degree with an industry placement:

University & course title:

- 1.
- 2.
- 3.

On UNIFROG or a university website, find out 3 facts about a degree with study abroad:

University & course title:

- 1.
- 2.
- 3.

On a university website, find out 3 facts about their careers employability service:

University:

- 1.
- 2.
- 3.

## Choosing courses

- Check your A Level subjects are acceptable for the course.
- Check the grade entry requirements and be realistic about what grades you are likely to achieve.

A Level Subject (& EPQ)	Last tracking grade	Your predicted A Level grade

- Use **UNIFROG** and **UCAS** to search for courses and to find out what grades are required:

When choosing your **five** courses (four for medicine or dentistry), it is a good plan to identify:

1 or 2 Aspirational courses – above target grades

2 or 3 Solid courses – at target grades

1 or 2 Safe courses – below target grades

- course ratings, [www.unistats.com](http://www.unistats.com) compares universities by student satisfaction, job prospects and includes Key Information Sets (KIS) including teaching hours and methods
- University rankings <https://www.theguardian.com/education/ng-interactive/2020/sep/05/the-best-uk-universities-2021-league-table>
- Consider other factors: distance from home; campus or city university; sports and societies available, bursaries ad scholarships; cost of accommodation...

### **The UCAS Tariff** - the points awarded for A Levels:

The offer made by a university is <b>usually</b> based on the points from <b>three</b> A levels.	<b>A level points:</b>	<i>You may be able to use the points from your <b>EPQ</b> or you may receive a lower offer if you achieve a certain grade in your EPQ.</i>	<b>EPQ points:</b>
	<b>A* 56</b>		<b>A* 28</b>
	<b>A 48</b>		<b>A 24</b>
	<b>B 40</b>		<b>B 20</b>
	<b>C 32</b>		<b>C 16</b>
	<b>D 24</b>		<b>D 12</b>
<b>E 16</b>	<b>E 8</b>		

UNIVERSITY	COURSE	A2 GRADES OR UCAS POINTS	Unistats information	SCHOLARSHIPS AND/OR BURSARIES
Example: Birmingham	BA French Studies and Mathematics	AAB	50% of Maths students gained a First Class	Lloyds scholar programme

## Gap Year

A gap year can give you the opportunity to experience new cultures, give back to a community, or improve your employment potential.

- **Work Experience** - use the year to gain experience in an industry, search for opportunities on [www.studentladder.co.uk/Gap-Year-Placement/gap-year-placements.html](http://www.studentladder.co.uk/Gap-Year-Placement/gap-year-placements.html)
- **Apply for a Year in Industry (YINI):**
  - You could complete a 'Year in Industry' in the areas of science, engineering and technology.
  - It will offer you an insight into how a business operates and you will earn £12,000 -17,000.
  - Some students that prove themselves are awarded sponsorships for their time in higher education.
  - Visit [www.yini.org.uk](http://www.yini.org.uk) to make an application.
- **Travel**

In your gap year you could do anything from volunteering in an orphanage in Africa to ski instructor training in France.

[www.frontier.ac.uk](http://www.frontier.ac.uk)

[www.projecttrust.org.uk](http://www.projecttrust.org.uk)

[www.gapyear.com](http://www.gapyear.com)

[www.yearoutgroup.org](http://www.yearoutgroup.org)

[www.theleap.co.uk](http://www.theleap.co.uk)

- Maybe combine travel and an internship <https://www.gapyear.com/internships>

*By taking a gap year you could earn and save some money to help with university living costs.*

**You can still make your application to university this year, applying for deferred entry 2024.**

You will need to check that the course and university accept deferred entry.

Use the suggested websites to research some **Gap Year options:**

UK or overseas:

Organisation:

Cost or Salary:

Benefits:

UK or overseas:

Organisation:

Cost or Salary:

Benefits:

UK or overseas:

Organisation:

Cost or Salary:

Benefits:

UK or overseas:

Organisation:

Cost or Salary:

Benefits: