



# UCAS

Now that the deadline for university applications has passed. Here is some useful advice regarding what to do if you need to make any changes.

## Your details

You can change your address and phone number in **Track**

- UCAS will let your universities and colleges know too, but it's best to also let them know yourself as soon as possible.
- Make sure you get your post redirected too, and if you're using a different address during term time, remember to change your address to your home/new address in the holidays.



## You can change your email address in Track too.

- UCAS will email you at the new address with a verification code – enter this in Track to confirm it's the right email address. (They can't change email addresses over the phone as it would negate the verification process.)
- As well as emails letting you know there's an update to your application, this email address is also where you can get info on courses, discounts, and offers etc. – you can opt in or out of these in the Personal details section of Track.

## Nominated access

If you're likely to be away at any time during the application period, you may want to nominate someone who can make decisions on your behalf and discuss your application with UCAS and the unis you're applying to, e.g. a parent, other relative or guardian. If you didn't nominate someone when you filled in your application but now wish to do so, please UCAS

## Course, year, or point of entry

If you're happy with the university or college but you'd like to change the course details, you'll need to get in touch with the university or college rather than UCAS.

- Then if they agree to it, they'll let UCAS know about the change.
- If you've already had an offer from them, UCAS will update Track to show the new details.

## University or college

You can swap a choice for a different one within 14 days of the date on your welcome email. You can only swap each choice once.



- Within 14 days of the date on your welcome email you can swap the choice in Track.
- However, you can't swap a choice after 30 June.
- If you swap after the **relevant deadline** for your new course choice, it will be considered late. Contact your chosen uni or college first to check they'd consider your application.
- In the very rare case of your university/college discontinuing the course you've applied for, please contact UCAS to discuss your options.

## Changed your mind about your replies?

Here's what to do if you change your mind:

- If you accepted your offers in the last 14 days, contact one of the UCAS advisers to make any changes to your replies.
- If it's been more than 14 days since you replied to your offers, there is a more detailed process you need to follow. As you've agreed to a contract with your chosen unis, it may be possible, but UCAS are unable to guarantee you can change them. You'll need to speak to them about changing your replies, and then call UCAS, to let them know what you want to do.
- No reply swaps are possible after 23 July 2019.

## Adding more choices Extra

is a free service – available for you to apply to one course at a time between 25 February and early July.

### If you didn't use all five

**choices**, you can add more in Track:

- as long as it's before 30 June and you've not accepted or declined your offers
- if you only originally applied to one choice (so paid at the reduced fee). All you have to do is pay the extra £6 in Track to allow you to add more
- **If you've used all five choices**, you may be able to use Extra if:
  - you've received decisions from all five course providers
  - you weren't accepted or you decided to decline any offers you received



## Changes to exams and courses

Let UCAS know straightaway if any of your exam details change, by **completing their qualifications amendment form** – let your universities/colleges know too.

- That's anything from exam subjects, modules or units to awarding/examining bodies and centre numbers – but not new results.



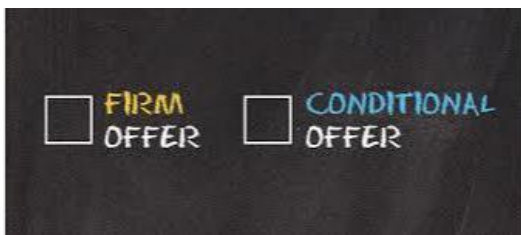
- Conditional offers are usually based on exam details, so these changes might affect offers or decisions.
- It's important to tell UCAS, as it could delay the processing of your exam results if you don't. If your results can't be confirmed, you might not get your place.  
If anything affects your results, write as soon as possible to each university/college that's considering your application. Explain the situation and include a supporting letter from your school, college or centre, as well as your doctor if it's medical.

## CANCELLATION

### Cancellations

**You can cancel a choice or your whole application.**

- If it's just one choice you'd like to withdraw, you can cancel it in Track (as long as the university or college hasn't sent us their decision yet).
- If you've changed your mind about applying to higher education, you can cancel your application and get a refund. Please note **UCAS will only refund university applications cancelled within 14 days of being submitted to them**, so please check the date in your welcome email to verify this.
- If you are cancelling within 14 days of submitting your application and would like a refund, please complete their online form or call them.
- **You will not receive a refund if you cancel your application in Track.**
- If it's been more than 14 days since you submitted your application, you can still withdraw it via Track at any time; however no refund will be issued.



### Offer and reply combinations

- **Unconditional firm (UF)** – You're in!
- **Conditional firm (CF)** – You're in if you meet the conditions.
- **Conditional firm (CF) and conditional insurance (CI)** – You've made a first and second choice – you'll be in at the first if you meet the conditions. If not, you might have met the conditions of the second – if so you'll be on that course instead.
- **Conditional firm (CF) and unconditional insurance (UI)** – You've made a first and second choice – if you meet the conditions of the first you'll be on that course. If not, you'll definitely be on the second.

### Reply dates

These are based on when UCAS get the last decision in from your unis or colleges. Check Track to see your personal deadline.

- If you receive your last decision on or before **31 March 2019**, your reply date is **1 May 2019**
- If you receive your last decision on or before **2 May 2019**, your reply date is **6 June 2019** (doesn't include applicants using Extra to find a place).
- If you receive your last decision on or before **6 June 2019**, your reply date is **20 June 2019** (except if you're using Extra to find a place).
- If you receive your last decision on or before **11 July 2019**, your reply date is **18 July 2019** (including Extra choices).



### Work Experience

Bryan Cave Leighton Paisner's (BCLP) Career Kick-Start Work Experience programme is designed to provide Year 12 students with a real-life insight into what it's like to work as a lawyer in London. Given the importance of work experience when striving for a career in the legal sector, this opportunity will be crucial in helping any aspiring lawyers succeed.



The programme comprises two weeks as follows:

**Week One (29 July - 2 August)** – A week at BCLP's offices, gaining a real insight into what lawyers do on a daily basis via work shadowing and skills sessions to help you succeed.

**Week Two (5 August - 9 August)** – A week visiting a different organisation each day in a variety of sectors including sports, financial services and media. During this week you will learn how law firms interact with their clients and the different roles for lawyers in these organisations.

### What will I gain?

- An understanding of what working as a lawyer in different organisations involves and the skills required.
- Practical advice for future job applications.
- Evidence for a future employer of your interest in and motivation to gain a role in the legal sector.



- Access to BCLP employees and client contacts while you are in the office and afterwards.

### Criteria

Applicants should

- be in year 12 at the time of the scheme;
- attend a state school or academy i.e. not fee paying.

and/or

- be eligible or have been eligible for free school meals.



### University Taster Days

**Computer Science - CU882 City, University of London, University of London**

This event introduces you to academic study at degree level. You will have a lecture introducing you to artificial intelligence, which will be of degree level, yet accessible. You will also hear about careers in the Computing industry.

A Computer Science degree provides a systematic knowledge of the foundations of computing, the structure of programming languages and the skills to code creatively. It focuses on how programming can be used to solve real-world problems, equipping students with the skills for a range of careers, such as business computing, games development and research in the IT industry. They also offer four-year MSci degrees. In particular the new Data Science MSci is aimed at equipping our students with the necessary skills to prepare, analyse and visualize big data. They will have the chance to develop computational models of complex systems, which are skills that are essential in becoming an IT professional in the data intensive transformation that is reshaping the way our society operates.

**Date:** April 9<sup>th</sup> 2019

### Aerospace Engineering - QM8846 Queen Mary University of London, University of London

Queen Mary University of London is home to the world's first Aerospace Engineering degree programme. Sign up to this taster course to learn about Aerospace Engineering, meet our staff and current students, attend a taster lecture and take part in a related activity. At the end of the course you will have the opportunity to go on an optional campus tour lasting approximately 30 minutes.

**Date:** 5<sup>th</sup> April 2019

### The Smallpeice Trust

The Smallpeice Trust is pleased to announce the launch of three brand new residential courses for 2019. These new courses will



provide a great opportunity to learn about engineering subjects and also give students a taster of life on campus at a UK university

### Yr 12 Electrical And Electronic Engineering

29 - 31 July 2019

University of Hertfordshire - £375

Electrical and Electronic Engineering is a fascinating field, and one that could make your time at the university an enriching and rewarding experience. Engineers specialising in these fields have transformed the 21st century with technologies such as television, radio, computers, mobile phones and many other electronic portable devices.

Learn what it's like to be an Electrical and Electronic Engineer at the University of Hertfordshire. You will use state-of-the-art laboratories where you will be involved in project activities that may cover electric energy generation, smart digital system design and test, and robotics. During these activities, you will gain practical experience working with digital oscilloscopes, signal generators, microcontroller boards and sensors and will have the opportunity to use Virtual Reality equipment.

To take part, you must be studying A Level Maths.



### Yr 12 Girls into Electronics

8 - 10 July 2019

Royal Holloway, University of London - £275

Smartphones, robots, virtual reality systems are just a few examples of recent innovations that are changing our lives and have one important thing in common - they depend on electronics. Electronic engineers work creatively to conceive concepts, work those concepts into practical solutions, design the circuits and write the embedded software code that make the technology work



January's edition of the **Parents Pack** is full of resources, including what employers are really looking for, hobbies that look good on an application, apprenticeships in the Army, the social life of an apprentice article, and much more





# 2019 YEAR OF THE APPRENTICESHIP!

<https://amazingapprenticeships.com/app/uploads/2019/01/Parent-Pack-January.pdf>

## LIVE APPRENTICESHIP BROADCASTS

The new year has kicked off with some inspiring employers signed up for **Live Broadcasts**, including Accenture, Bentley Motors and Pret. Students can benefit from hearing directly from recruiters and apprentices in these short 15 minute broadcasts



### Apprenticeships LIVE with Bentley Motors Ltd – Wednesday 13th February

Want to know more about the exciting apprenticeship opportunities at Bentley Motors Ltd?

Apprenticeships LIVE is a live streamed event that broadcasts to thousands across the country wanting to find out more about apprenticeships and the exciting developments happening within different companies and sectors.

This live event will focus on the apprenticeship programme at Bentley Motors Ltd. The live broadcast will feature some apprentices and a recruiter who will share their stories and provide advice on the application process. You will also be invited to ask questions before and throughout the interactive broadcast.

The live chat is open now next to the video player so feel free to leave us a question or comment and we'll get it forwarded to the panel from Bentley Motors Ltd in advance of the broadcast.

Broadcast length 15 minutes. Don't worry if you can't make the live broadcast – you can watch on catch up at a time to suit you.

<https://amazingapprenticeships.com/live-broadcasts/>

## CHICKENSHED THEATRE CHANGING LIVES

**Love Theatre? Live Theatre? Breathe Theatre?  
Study Performing Arts in a professional  
working theatre!**

Come and find out about their **BTEC Level 3** Extended Diploma in Performing Arts, **Foundation Degree** in Inclusive Performance or **BA (Hons)** in Inclusive Performance (Top-Up Year) courses at their Open Evenings on Tuesday 12 February and Wednesday 13 March.



**Both Open Evenings are open for students wishing to apply for our courses in September 2019 and September 2020.**

This is an ideal opportunity to meet staff, participate in a workshop and get a feel for what being a student there will be like. During the Open Evening you will also watch a Chickenshed presentation or performance and partake in a course-specific Q&A session.

**Tue 12 Feb - 16:15 - 19:00**  
**Wed 13 Mar - 16:45 - 20:30**

### BTEC Extended Diploma in Performing Arts

The BTEC Extended Diploma in Performing Arts is a two year full time course, nationally recognised as an equivalent to three A-levels (Level 3).

Over the course of two years you will have the opportunity to explore music, dance, drama and musical theatre through a series of units and gain practical experience of inclusive theatre practice. Highly commended by external examiners for its quality, inclusivity and imaginative provision, this course will equip you with a sound grounding in all of the disciplines that make up the performing arts.

### Entry requirements

They believe that everyone should be able to access further education so while most courses require 4 GCSEs at grade 4 or equivalent, **Chickenshed** will evaluate applicants on their experience, enthusiasm, potential, ability to commit to the course and succeed within this environment.

Chickenshed delivers this course as a franchise partner of The College of Haringey, Enfield and North East London (CoHENEL).

[https://www.chickenshed.org.uk/level-3-training?dm\\_t=0,0,0,0](https://www.chickenshed.org.uk/level-3-training?dm_t=0,0,0,0)



### Stansted Airport College

Their second Open Event of the year!



Wednesday 13 February 5.30pm -8.30pm

### HRC Open Evening

Wednesday 6<sup>th</sup> March  
5.30-8.30pm



If you have any questions or queries relating to careers please contact the careers leader Kate Ward on [wardk@haileyburyturnford.com](mailto:wardk@haileyburyturnford.com)