

What should I be doing and when in preparation for careers applications (university and apprenticeships)?

Autumn term Year 12 –

- Begin to develop super-curricular knowledge and understanding in preparation for university and apprenticeship applications. There will be an opportunity to do this in October's ASPIRE day but you should continually do this by using subject reading lists and listening to podcasts and watching videos.
- Research university options. There be an opportunity in November's ASPIRE day guided by tutors but you will need to continue with this in your own time. Find out when university open days are.
- Request careers interviews if you are unsure what to study.
- Research and organise summer schools.

Spring term Year 12 –

- First set of UCAS predicted grades on February report. Approach teachers to see what you need to do to improve so you can get higher predicted grades next time.
- Year 12 visit to University of Liverpool to experience university life
- Parents information evening.
- Organise work experience, vital for apprenticeship application and some university degrees e.g. medicine.

Summer term Year 12 -

- Year 12 internal mock exams – these will give your teachers further assistance in accurately predicting your UCAS grades that the universities will see.
- Final UCAS predicted grades on post mock exam reports. This will be the grade inputted on your UCAS application form.
- Organise and attend university open days.
- Year 12 trip to UCAS conference at Birmingham NEC.
- Attend any summer schools that you have arranged.
- Personal statement advice will be launched and you will begin to write these. Tutors will check these for you. Oxbridge/medical applications must complete their statement ASAP.
- When you know what subject(s) you want to study at university you will start to arrange subject specific references with appropriate subject teachers. You will give your teacher a form to complete.
- The online UCAS application form opens. You will be given your Cheslyn Hay school buzzword to complete these. This will enable us to check the progress of your application.
- Register and research on the Apprenticeships website.

Autumn Year 13 -

- Personal statements will be fine-tuned and tutors will continue to check these.
- References will be given to tutors and your tutor will write up your full reference.
- There will be two ASPIRE day opportunities to develop your UCAS or apprenticeship preparation under the guidance of your tutors.
- Oxbridge/medical applications must be sent before the end of September to ensure they meet the UCAS deadline.
- You will pay the small UCAS administration fee and upload your UCAS form with personal statement – **the deadline for this will be the last week before October half term**
- Mr Allen will complete checks to make sure your form is perfect. After October your form may be returned to you by Admin for amendments – you should check your emails and return any changes promptly.
- Certain courses may require an interview. Arrange with Mr Allen for interview practice.
- You will begin to receive offers. Further visits are recommended to help make up your mind which of the five to choose as a firm and an insurance choice.

Spring term Year 13 –

- For those also applying for an apprenticeship, applications will open during this term. If you have registered on the website you should start to receive opportunities and you should write your application. Send this to your tutor or Mr Allen for checking.
- If you are successful in passing the first stages of your apprenticeship application, you should arrange interview practice with Mr Allen.
- University offers will continue to come in during this term.
- During this term student finance applications will be open, and you should begin these. Look out for extra financing opportunities available to you by looking at your chosen university's website.
- Take the opportunity of sampling some skills for university life, for example develop cooking skills.

Summer term year 13 –

- You should decide on your firm and insurance choice early in this term as there will be a deadline.
- From July UCAS extra and clearing will open allowing you to research unfilled university places. This will give you further opportunities if you think you didn't do well in your A-Level exams or even if you did better than expected.