

Getting started with UCAS Progress

UCAS
Progress



Introduction

UCAS Progress allows you to search and favourite education courses and providers in your area. This includes everything from colleges and sixth forms to apprenticeships and traineeships.

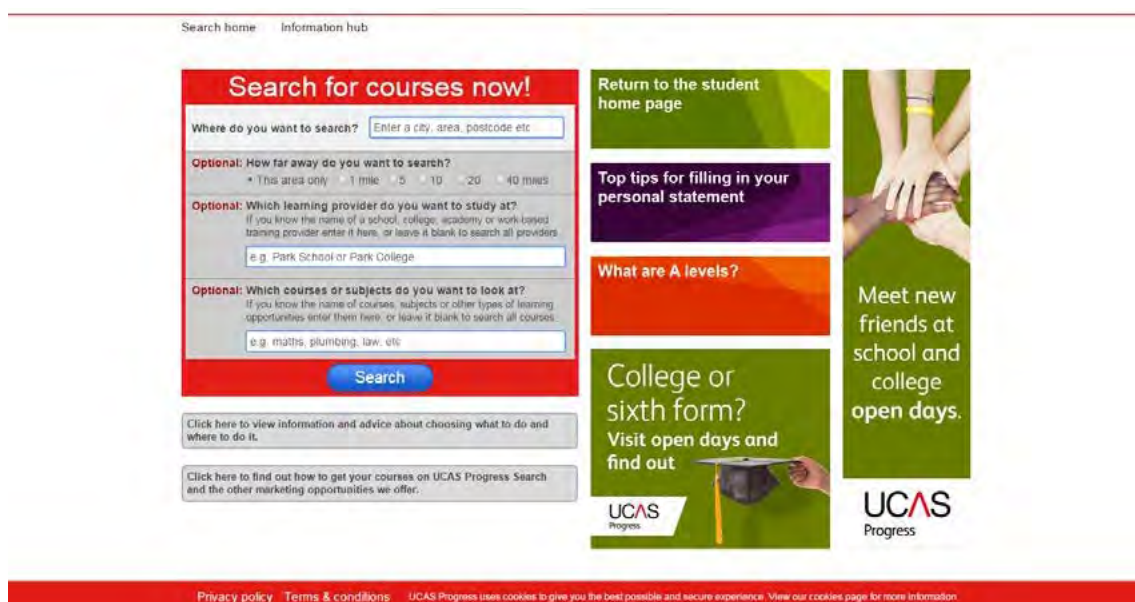
Before you search for courses, use our online resources at www.ucasprogress.com to point you in the right direction.

Getting started – go to the ‘Getting started’ section at www.ucasprogress.com and find out about qualifications you can take. We have loads of information, videos and a quiz to help you decide on your next steps, plus booklets you can download and read at home with your parents or guardians.

Find career ideas – here you will find information on different jobs and a quiz to help you choose which jobs could be right for you.

Step 1: start your search

To start your search on UCAS Progress go to www.ucasprogress.com/search.



The screenshot shows the UCAS Progress search interface. At the top, there are links for 'Search home' and 'Information hub'. The main search area is titled 'Search for courses now!' and includes several input fields: 'Where do you want to search?' with a text box and a 'Search' button; 'Optional: How far away do you want to search?' with a dropdown menu showing 'This area only', '1 mile', '5', '10', '20', and '40 miles'; 'Optional: Which learning provider do you want to study at?' with a text box containing 'e.g. Park School or Park College'; and 'Optional: Which courses or subjects do you want to look at?' with a text box containing 'e.g. maths, plumbing, law, etc.'. Below the search area are two links: 'Click here to view information and advice about choosing what to do and where to do it.' and 'Click here to find out how to get your courses on UCAS Progress Search and the other marketing opportunities we offer.'. To the right of the search area are several promotional tiles: 'Return to the student home page', 'Top tips for filling in your personal statement', 'What are A levels?', 'College or sixth form? Visit open days and find out', and 'Meet new friends at school and college open days.'. The UCAS Progress logo is visible at the bottom right of the page.

In the search box you will need to put your postcode or the area where you would like to study.

There are three optional filters you can apply.

1. You can choose how far away you would be willing to study.
2. You can choose which school or college you would like to go to.
3. You can select subjects or courses you would like to study.

If you don't know or have no preference, you can choose to search all and then browse the results.

What else can help you decide?

- **Go to open days or open evenings** – they're a great opportunity to visit schools and colleges, find out about the courses on offer and speak to staff and students.
- **Attend careers and skills fairs** – these are ideal for meeting people from colleges, sixth forms, training providers, apprenticeship providers, employers and careers advice services.
- **Get advice** from careers staff at your school or from the National Careers Service.
- **Discuss your ideas** – talk to parents or carers, family and friends to get other views about your choices.
- **Take a look** in your school's careers library to find out more about career and course ideas.



Step 2: choose your course

Your results will be displayed in a list with the courses nearest your location at the top.

The screenshot shows a search results page with a navigation bar at the top containing links for Search home, Information hub, Favourites, Profile, Applications, Account, Help, Log off, and Welcome Matta. The search bar on the left is titled 'Search' and contains the postcode 'GL52 3LZ'. Below the search bar are three optional filters: 'How far away do you want to search?' (with radio buttons for 'This area only', '1 mile', '5', '10', '20', '40 miles'), 'Which learning provider do you want to study at?' (with a text input field and example 'e.g. Park School or Park College'), and 'Which courses or subjects do you want to look at?' (with a text input field and example 'e.g. maths, plumbing, law, etc'). A 'Search' button is located below the filters. The main content area shows a list of results under the heading 'Course results'. The first result is 'Sport BTEC Level 3 Sports Studies' at Cheltenham Town Football Club, 0.7 miles from the search location, starting in Next September. The second result is 'BTEC & Diploma Level 2 in Adult Health and Social Care' at Pursuit Training, Cheltenham, 1 mile from the search location, starting throughout the year. The third result is 'BTEC Level 1 in Adult Health and Social Care' at Pursuit Training, Cheltenham, 1 mile from the search location, starting throughout the year. The fourth result is 'Spanish A Level' at Cleeve School, Cheltenham, 1.9 miles from the search location, starting in Next September. Each result has an 'Add to favourites' button and a button for the course type (BTEC, Apprenticeship, or A level (AS/A2)).

You can filter your results by:

- provider type (e.g. college, sixth form)
- course level (e.g. Level 3 is A level and Level 2 is GCSE)
- course type (e.g. A level, apprenticeship, diploma)
- start date (e.g. September or January)

You then have the choice of three views.

1. **Course view:** on the course results page you get a list of all the courses available. You can click on the course title to read more information about them.
2. **Provider view:** on the provider view page you can choose to view more information about the school or college and see how many courses they offer. If you click on the name of the school or college it will take you to more information about them.
3. **Map view:** from this page you can see where different providers are. If you click on the location pin you will see the provider name and how many courses they offer.

When you have found the courses you like you can favourite them. There is no limit to the number of courses you can choose, but you must sign in with the details given to you by your school. If you don't have an account you will need to set one up.

Things to consider

- Are there subjects you enjoy at school that you'd like to continue studying?
- How do you learn best – in the classroom or by real, practical experience?
- Do you need any particular qualifications to get the job you want?
- Do you have hobbies or interests you could study?
- Do you need specific grades to get on the course(s) you're interested in?



Step 3: fill out your profile

To apply for a course you will need to tell the provider about yourself. This is called a profile. Your profile is made up of five sections, each of which has a number of questions. Remember to save each section after completing it – you can still make changes later.

You can send your application without a reference – your school can send this later.

Search home Information hub Favourites Profile Applications Account Help Log off Welcome Test

Summary Personal information Qualifications Work history Personal statement Contact details Reference

Summary

1 This profile is where you enter information to be included as part of your applications.

How it works:

- You can enter and save information in each section using the tabs (Personal information, Qualifications etc.).
- When you have finished working on each section save it or mark it as complete at the bottom of the page.
- Complete as much information as possible within each section and ask teachers or advisers for help if you are unsure of what is needed.

1 Once you have marked that all of your sections are complete your profile will be checked by your teacher or adviser.

[View the entire profile](#)

Sections to keep up-to-date

Contact details **1** Incomplete

Sections to complete before you apply

Personal information **1** Incomplete

Qualifications **1** Incomplete

Work history **1** Incomplete

Personal statement **1** Incomplete

Sections your provider will complete for you

Reference **1** Incomplete

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Contact details

Keep this section up-to-date so the provider can get in touch with you.

Personal details

This section contains information such as nationality and whether you need additional support at school.

Qualifications

This is where you add all the qualifications you have or are working towards. Include the grades for qualifications you have completed and predicted grades for qualifications you are studying towards now.

Work history

Include information about any jobs you have had or currently have to explain what skills you have learnt at work.

Personal statement

This is where you write about the skills and qualities you have that make you suitable for the course, and why you want to study the subject.



Top tips for completing your profile

- Do your research.
- Check the entry requirements of the course(s) you're applying for.
- Check the course(s) you're applying for fit with your career or job aspirations.
- Check your spelling, grammar, and punctuation in your application.
- Check you've entered the correct contact information in your application.
- When writing your personal statement, think about what you want to say about yourself and what the college, sixth form, or training provider needs to know about you. Get some help at www.ucas.com/16-18-choices/personal-statement.



Step 4: your application

Once your profile is complete you can add in the course choices from your favourites and make your application.

Search home Information hub Favourites Profile Applications Account Help Log off Welcome Test

Applications

If you have any draft applications you should submit these as soon as possible. Make sure you come back and check your applications and reply to any offers or messages.

You should make sure that your applications are in the right preference order when you submit an application or accept an offer. You can do this by clicking on the "Change the order of your choices" button or the "Change" links below.

[Start a new application](#)

- 1 Not sent**
- 2 In progress**
You have no applications in progress.
- 3 Offered**
You have not received any offers.
- 4 Accepted**
You have not accepted any applications.

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You can apply for as many courses as you like at as many providers as you like. However, you can only apply to each provider once, so make sure you have added all your courses to your application.

- To start a new application, click the blue 'Start an application' button.
- If you're applying for more than one course from the same provider it will need to be added to the same application, and you will be asked to put them in your order of preference.
- When you're ready to send an application click 'submit'.
- In some cases, the college or sixth form you have applied to may ask you some additional questions. You will need to answer these before you can submit your application.
- Your school might want to check your application or add qualifications before you send it – please check this with your teacher.

Step 5: track your application

When your application has been received by the provider they will acknowledge this and you will be notified. You will then be able to see your application progress on the tracking page.

If the college or sixth form has sent you a message, you will be able to view it on the messaging section of the application page.

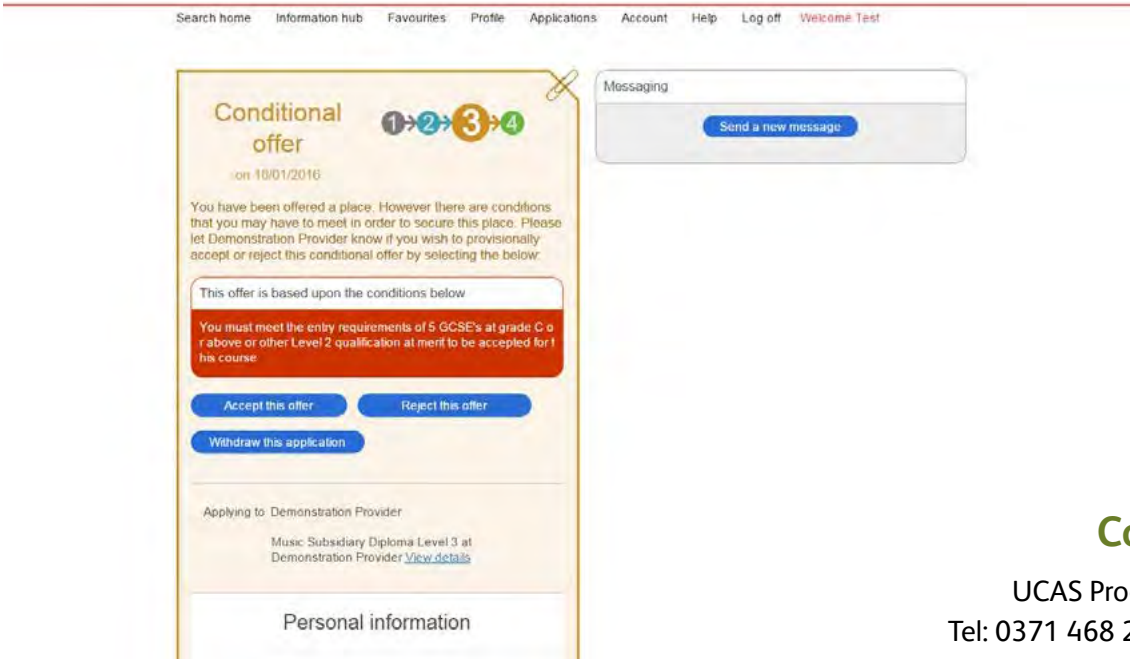
Step 6: reply to offers

If a college or sixth form makes you an offer, they will send it to you through UCAS Progress and you will receive an email to inform you of this. You will be able to sign in and view this offer in the 'Offered' tab. If the offer is conditional it means that you may need to do something to secure your place. If you get an unconditional offer this means that it doesn't depend on any additional criteria.

On the offer page you can select 'Accept this offer' or 'Reject this offer' and you can also choose to withdraw your application. If you withdraw you can add a few sentences to explain to the college or sixth form why you are choosing to do this. You can also ask them any questions you have by clicking the 'Send a new message' button.

You can accept as many offers as you like. If you receive more than one you will be asked to accept your offers in order of preference.

When you start the course the status of your application will change to 'enrolled'.



The screenshot shows the UCAS Progress user interface. At the top, there is a navigation bar with links: Search home, Information hub, Favourites, Profile, Applications, Account, Help, Log off, and Welcome Test. The main content area features a 'Conditional offer' card for a course starting on 10/01/2016. The card includes a progress indicator (1-2-3-4) and a message: 'You have been offered a place. However there are conditions that you may have to meet in order to secure this place. Please let Demonstration Provider know if you wish to provisionally accept or reject this conditional offer by selecting the below.' Below this, it states: 'This offer is based upon the conditions below' and 'You must meet the entry requirements of 5 GCSE's at grade C or above or other Level 2 qualification at merit to be accepted for this course.' There are three buttons: 'Accept this offer', 'Reject this offer', and 'Withdraw this application'. At the bottom of the card, it says 'Applying to Demonstration Provider' and 'Music Subsidiary Diploma Level 3 at Demonstration Provider [View details](#)'. Below the card is a 'Personal information' section. To the right of the card is a 'Messaging' box with a 'Send a new message' button.

Contact us

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