

U.C.A.S. Policy

RATIONALE

To explain the benefits of Higher Education and explore the variety of routes available for those seeking extra qualifications after leaving school.

AIM

To ensure the submission of student UCAS forms which will provide students with the best chance of successful entry into Higher Education

ROLES AND RESPONSIBILITIES

What St. Cecilia's College Careers Department are responsible for

- Information session on preparing a Personal Statement.
- Supervision and proof-reading of a Personal Statement in Career's Education Class.
- Preparation for three day Work Shadowing.
- Interview skills day given by 'Sentinus.'
- Preparing students for individual interviews.
- Information session on 'How to fill in my UCAS' form. Question/Answer session.
- Advice given on choice of courses during September and October.
- Collecting references from class teachers.
- Collating final references for UCAS form.
- Collecting UCAS fee from pupils.
- Sending completed UCAS form.
- Information session on 'Application for Loans'.

In collaboration with Principal, Senior Teacher and Year Head, to review completed UCAS Form before submission.

Once UCAS forms are sent to UCAS, St. Cecilia's Careers Department have no control over the offers universities make. We cannot access information from UCAS about individual applications once processing has been initiated.

Following results of Post 16 Courses in August there will be trained staff available to offer help, advice and guidance to students.

What St. Cecilia's College Pupils are responsible for

- Preparing a personal statement which must be word processed: correct same as necessary.
- Participating in three days work shadowing.
- Participating in 'Interview Skills Day'.
- Preparing for an individual interview.
- Participating in 'How to fill in my UCAS form' and ask any relevant questions
- Filling in UCAS form and choose university courses during enrichment sessions in September.
- Availing of Careers Officer if needed.
- Paying for UCAS entry.
- Keeping all letters and correspondence from UCAS once applications have been submitted by St Cecilia's College.
- Participating in 'Student Finance' information session.

Pupil Signature _____

Parent Signature _____

Date _____

This policy was reviewed by Careers Manager: January 2017

Due to be Reviewed: August 2018