KENT CHOICES QUICK STEP GUIDE 2018/19

For Schools

Kent County Council kent.gov.uk

THE EDUCATION PEOPLE

WHAT IS THE KENTCHOICES TIMELINE PRE-LAUNCH?

ACTIVITY   **BY WHEN**

Return your KentChoices Proforma   28th September

Schools update their offer on UCAS Progress   28th September

Young people can begin updating their profile

(if schools have downloaded logins)   1st October

Young people can begin updating their profile

(as soon as their receive this by post to their

home address from KCC from 29th October)   29th October

Schools can request support   1st September

WHAT IS THE KENT CHOICES TIMELINE POST LAUNCH?

ACTIVITY	BY WHEN
All schools enabled to receive applications (Unless Kent Choices team advised otherwise)	1st October
Year 11 learners/parent receive letter home with login details for UCAS Progress	29th October
Year 11 learners can begin making applications	1st October
School Adviser function can begin to track activities for their Year 11's	1st October
Providers can download weekly application reports	1st October
Provider reports begin to include information of Preference order of learner applications	1st April

ALTERNATIVE APPLICATIONS

The 'Alternative Applications' function was introduced a couple of years ago and is a good tool for uploading any offers or application that your students have received or made. This enables tracking of the September Guarantee, so we do not hae to request this information from you

HOW DO I TRACK MY YEAR 11'S?

This can be done through the September Guarantee Report. Please see the 'how do I use reports' section for information on the September Guarantee Report.

HOW DO OUT OF COUNTY/INDEPENDENT STUDENTS APPLY THROUGH THE SYSTEM?

Out of County or Independent students no longer need to email the KentChoices team to set them up an account on UCAS Progress. They now self-register by clicking 'I don't have an account' at the following page:-

https://www.ucasprogress.com/search

ENTRY REQUIREMENTS INFORMATION

How do I make sure young people read our entry requirements, deadlines and (if necessary) see our option blocks before they apply?

This can be done through the 'Before you apply' message. This is found under your school name on the 'provider' tab.

HOW DO I FIND OUT IF MY SCHOOL/COLLEGE IS A FIRST, SECOND OR THIRD CHOICE?

This can be done through the 'Applications Report' and should be under the heading 'Application Preference'. This is available from the 1st April.

More information about the Application Report can be found under the 'How do I use reports' section.

HOW DO I DO THINGS IN BULK?

You can currently bulk message applicants who have applied to your provider:

To create a template follow these steps

Providers -> Applications -> Bulk Management -> Bulk Messaging ->Manage Templates -> Create Template -> Save -> Save

To send a bulk message follow these steps

Providers -> Applications - > Bulk Management -> Bulk Messaging ->Select a template -> Confirm Selection -> Select the applicant(s) -> Confirm Selection -> Confirm

HOW DO I DO THINGS IN BULK? – CONTINUED

You can also bulk acknowledge applications, but you can only do this on a collective basis and not one by one, this can be found here:

Providers -> Applications -> Bulk Management -> Acknowledge Application

WHAT REPORTS CAN I GET FROM UCAS PROGRESS? Part 1

Reports are accessed via the top menu bar.

- To receive reports you must tick the box to opt into receiving the reports. After you have opted in you will receive a report the following Monday.

- Reports are cumulative and refreshed every Monday.

- You may wish to download the report each week and save outside of UCAS Progress.

- There are 4 reports

WHAT REPORTS CAN I GET FROM UCAS PROGRESS? Part 2

1. Applications report - applications your school has received.

2. Courses report – how many times people have looked at each of your courses on UCAS Progress: a rough guide to the popularity of your courses.

3. Provider report – how many times people have looked at the general information of your school.

4. September Guarantee – available to 'Advisers', and contains information on what your Year 11 are doing. Also now includes a Learner and Application Count Report, which gives you an overview of how many applications you have received and how many students from your provider has applied through the UCAS Progress system

HOW DO I USE THE APPLICATIONS REPORT?

This report contains:

- Name, address, home school, contact details, application date and the subjects in order of preference.

- You can either download this information each week and add your own information

or

- use the weekly cumulative update if it has all the information you require.

- From 1st April it will include application preference order i.e. are you first, second or third choice.

HOW DO I USE THE COURSE AND PROVIDER REPORTS?

These reports show you how often people are looking at your school's information.

If you are getting high numbers of people looking at your school or specific courses and you are not getting high numbers of applications, then there is likely something wrong with the information you are supplying.

SEPTEMBER GUARANTEE AND APPLICATION COUNT REPORT

The September Guarantee report contains information on your Year 11's and is only available to those who have the Adviser Function. It includes information on:

- where your young people are applying;

- status of learners applications;

- who is at risk (need to read UCAS definitions); and,

- the order of preference of their applications.

The Learner and Applications Count Report is a handy tool to see the overview of the applications you have received, how many of your learners have logged and how many of them have applied.

HOW DO I SET UP MY SCHOOL ON UCAS PROGRESS?

How do I set up (and update) my school's presence on KentChoices?

Firstly, look at the Provider Manager Manual & Quick Reference Guide. If you have any questions, please contact the KentChoices team. (ProspectusMail01@theeducationpeople.org)

Kent guidance - We advise you not to tick the following boxes:

• learners require approval;

• learners cannot add qualifications;

• request references for applicants.

SETTING UP MY SCHOOL ON UCAS PROGRESS

Firstly look at the Course Manager Quick start Guide. If you have any questions regarding this please contact the KentChoices team.

Kent guidance

- Always include the QAN

- Always use the naming convention – subject name, qualification & level – i.e. Hospitality, BTEC, Level 3

- Avoid using importing/exporting data function – useful for colleges with hundreds of courses.

OPTION BLOCKS

Kent Guidance

If your school uses pre-set option blocks:

- insert text in the before you apply box;

- in the text ask that they access the option blocks using the click here button;

- email option block document to: ProspectusMail01@theeducationpeople.org and we will upload it.

BEFORE YOU APPLY

In this box you can put information about your school's entry requirements or anything you want an applicant to know before they apply to your provider.

The 'Before you apply' box can be found here:-

      Provider -> 'Provider Name'

Remember to click 'Enable further information'

HOW DO I RESTRICT WHEN LEARNERS CAN APPLY TO MY SCHOOL?

Kent Guidance

The default position is that schools receive applications from 1st October and remain open throughout the year. If you would like an earlier or later start date, or an earlier closing date, let us know as soon as possible by emailing:-

ProspectusMail01@theeducationpeople.org

You should have already done this through the KentChoices proforma.

Please keep us informed if your dates change.

HOW DO LEARNERS APPLY USING KENTCHOICES/UCAS PROGRESS

How do I download a list of my Year 11's usernames and passwords?

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Below is a list of your learners that have not yet logged on to UCAS Progress. You can download the list of learners so that usernames and passwords can be distributed to the correct learners.

Once a learner has logged in for the first time they will be asked to change their password. They will also disappear from this list of learners who have not logged in.

Download learners who have not logged on

Postcode	ULN

HOW DO I DOWNLOAD A LIST OF MY YEAR 11'S USERNAMES AND PASSWORDS?

Do you want to open or save **LearnerDownload-2014-09-25.csv** (107 bytes) from **ucasprogress.com**? | Open | | Save | ▼ | | Cancel | ✕

	A	B	C	D	E	F	G	H	I	J	K	L
	Account ID	Provider	First name	Last name	Postcode	ULN	DOB	Username	Password	Created o	Learner year group	
		KDP Provi	Test		Provider	ME15 KDP		06/05/1999	Test1245	Test1		Year11	

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HOW DO I TRACK AND SUPPORT MY LEARNERS

If you are responsible for supporting your Year 11's post-16 transition, and agree to the code of practice, then you can have access to the Adviser function. (*Adviser Manual available – see resource section)*

Using the adviser function, you can see what they are looking at; their favourites; where they have applied; the status of those applications; who hasn't done anything; who is at 'risk' and the preference order of their applications.

WHAT IF A NEW LEARNER JOINS MY SCHOOL?

Kent Guidance

- If a Year 11 joins your school contact us and we will check they are not already on the system and create an account for them: this avoids duplicate learner records.

- Do **not** use the 'I don't have an account' button as the KentChoices team does not have no control over self-registered accounts.

WHAT IF MY LEARNERS ARE INTERESTED IN APPRENTICESHIPS?

Apprenticeships are currently advertised through the National Apprenticeship Service (NAS) website and ApprenticeKent.

Kent Guidance

These are current vacancies and will not be suitable for learners who are at the beginning of Year 11. These vacancies will be suitable towards the end of the academic year, or for learners in Year 12 and 13 considering work-based learning.

LINKS FOR APPRENTICESHIPS

A link to the search and apply function of the website is available from:-

http://www.kent.gov.uk/education-and-children/college-sixth-form-employment-and-training/options-at-16-and-beyond/be-an-apprentice

A link to the search and apply function to the ApprenticeKent website is available from:-

https://www.apprenticekent.com/home

HOW DO I MANAGE APPLICATIONS?

How do I prepare my school to receive applications?

Set up a message template to acknowledge an application once you receive it.

Thank you for your application, the next steps are …

This can be done through the Bulk Messaging function. (Please see guidance on page 9).

Acknowledging applications and messaging run separately. Once you have acknowledged an application you then need to send a message to the applicant.

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HOW DO I PROCESS APPLICATIONS ONCE THEY START ARRIVING?

You can manage your applications by:

• filtering;

• understanding the application status process;

• acknowledging applications;

• messaging.

Application Manager Manual available (see resource section)

Kent Guidance

We are not using the enrolment or referencing function on UCAS Progress

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WHAT IF MY DASHBOARD COUNTERS DON'T TALLY FOR APPLICATION AND MY YEAR 11?

It is important that you check the status filters for application an learners to ensure you don't miss anyone

HOW DO I MAKE OFFERS TO APPLICANTS?

- You can make conditional or unconditional offers using UCAS Progress.

- You can customise the offer reflecting changes to subject choice since the learners initial application and add a message.

- If you use this method we will centrally collect September Guarantee data direct from UCAS Progress.

- If you are unsure contact one of the KC4U team.

Applications Manager Manual available for full instructions (see resources section at the end of this document)

RESOURCES AND MANUALS TO USE

We recommend the following UCAS guides:

- Provider Manager Manual

- Provider Manager Quick Start Guide

- Course Manager Manual

- Course Manger Quick Guide

- Adviser Manual

- Application Manager

UCAS Progress manuals can be found here:-

https://www.ucas.com/advisers/post-16-resources/ucas-progress-resources

WHO TO CONTACT FOR HELP

KENT CHOICES TEAM

ProspectusMail01@theeducationpeople.org

Jackie Lovell (Kent Choices Development Officer)

03000 416 401

UCAS Progress Helpline

0371 468 2 568