Making an application on UCAS Progress via Kentchoices 2016-17
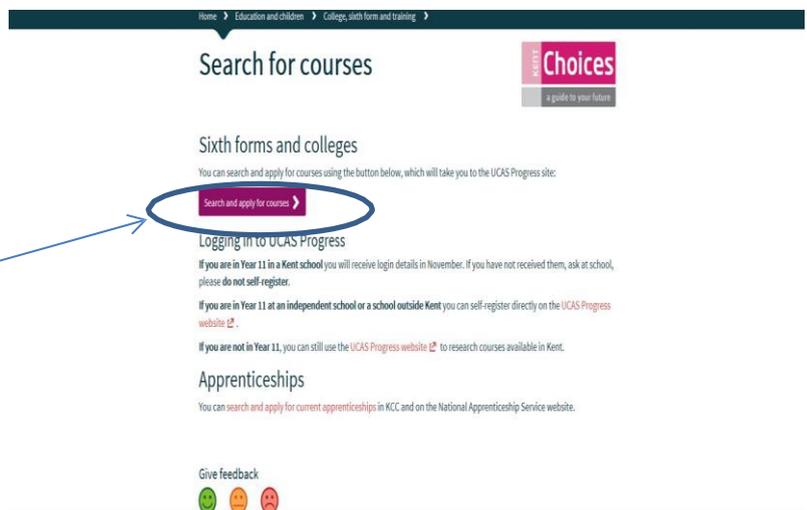
Getting Started

Research

Before making your application you will need to make sure that you have done some research about where you want to apply to.
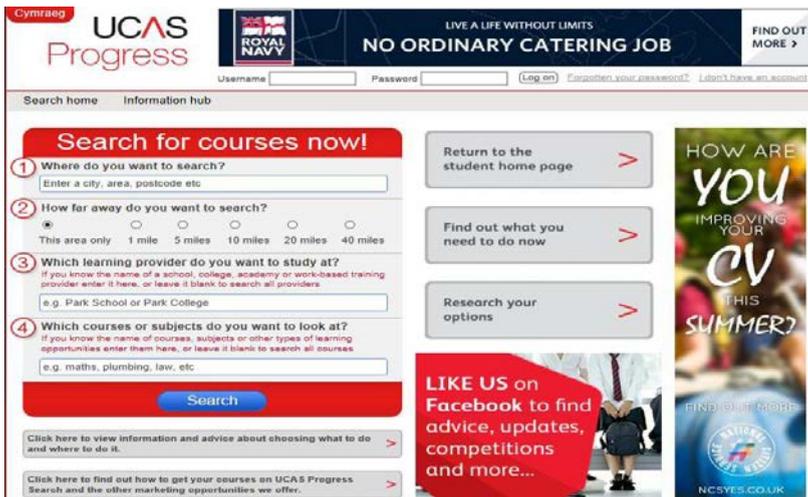
Logging on

Options at 16 and beyond

Deciding what you'd like to do next if you are a young person aged 16 or over.

Search and apply

Search and apply for schools, colleges and apprenticeships.

Careers advice

Where to get advice, how to decide what to do next and the Kent Choices magazine.

1. Go to www.kentchoices4u.com; here you will find important information that will help you think about what you want to do after Year 11.

2. Click on 'search and apply' then 'search and apply for courses'; this will take you to www.UCASprogress.com/search. Here you log on using your secure account. Once logged on you can research courses, apply online and then track your application(s).

Tip

Have an email account set up, so you can input this address into UCAS Progress when you log in.

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3. The first time you go to www.UCASprogress.com/search you will need to activate your secure account using the username and password.

4. You will then be asked to create a new password, make sure you can remember it; because once you have applied you will need to track your application online.

New password [   ]

Confirm password [   ]

The 5 easy steps to making an application(s)

1. Complete your 'Profile'

Click the 'Profile' section on the homepage to get to the profile summary page.

Before you start making applications, you will need to first complete the following sections: Personal information; Qualifications; Work history and your Personal statement.

This summary page will show you the progress you have made with your application(s).

Tip

You will need a valid phone number to complete your profile. Make sure you have one available to use.

2. Search for courses

1. Where do you want to search – put Kent.

2. How far away do you want to search – This area only.

3. You can then search by or subject or learning provider.

Tip

A provider is either a school, college or work based-learning centre.

Your search results

Results can be viewed by course, provider or in a 'Map view'.

If you know where you want to apply to, or are applying for your own sixth form

Tips

If you know the provider you want to apply to, view the results in the provider view.

Click the provider's name to view their description. **This is important as there may be information to help you apply**.

To see a list of courses offered by that provider, select 'View relevant courses'.

3. Favourite all courses that interest you

You must favourite the courses you want to apply to before making any applications.

Tip

Make sure you favourite all the courses that interest you.

If you have not 'favourited' a course you won't be able to apply for that course.

4. Apply

Click the 'Applications' tab on the main course page.

On the 'Applications' page click 'start a new application' and follow the instructions.

Tip

Make sure you read the 'Further information' section. You will then be directed to this once you start your application.

You may be asked to click on the link for more information, or to see school option blocks

5. Track your application(s)

Follow the progress of your application(s).

Tips

Log on regularly to check your applications. Click on 'View' to see if you have any messages, and when you are ready to accept the offers you wish to keep make sure you keep your applications in order of preference.

If you need any further assistance, please ask your careers co-ordinator at school or contact prospectus@kent.gov.uk