

Making an application on UCAS Progress via Kentchoices 2016-17

Getting Started

Research

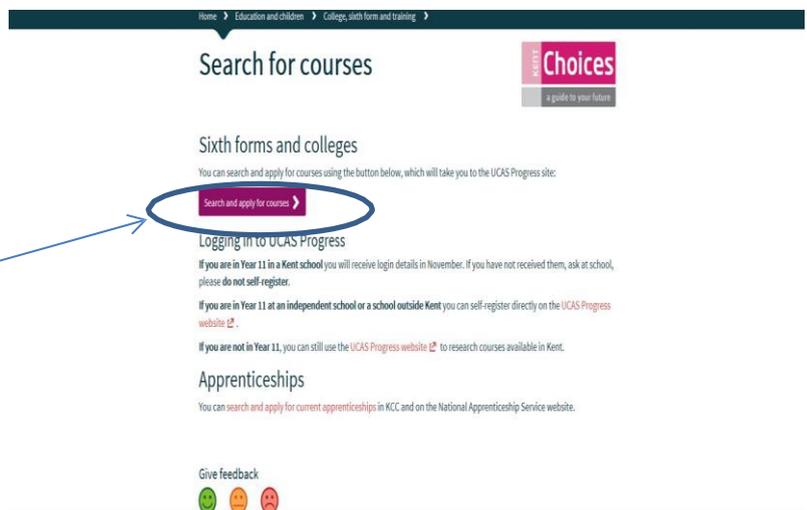
Before making your application you will need to make sure that you have done some research about where you want to apply to.

Logging on



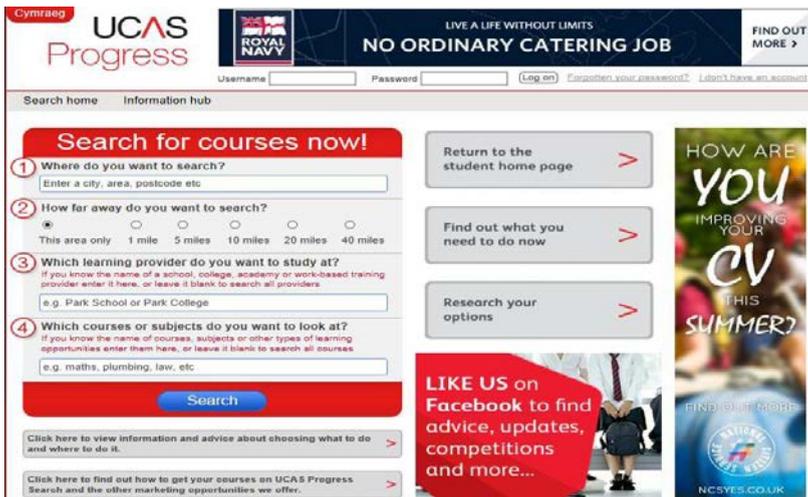
1. Go to www.kentchoices4u.com; here you will find important information that will help you think about what you want to do after Year 11.

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.



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.

Summary Personal information Qualifications Work history Personal statement Contact details Reference

Summary

i 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.

[View the entire profile](#)

Sections to keep up-to-date

Contact details	Last updated: 05 September 2014
-----------------	---------------------------------

Sections to complete before you apply

Personal information	Incomplete
Qualifications	Incomplete
Work history	Incomplete
Personal statement	Incomplete

Sections your provider will complete for you

Reference	Incomplete
-----------	------------

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

- Where do you want to search – put Kent.
- How far away do you want to search – This area only.
- You can then search by or subject or learning provider.

Tip

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

Search for courses now!

- Where do you want to search?
Kent
- How far away do you want to search?
 This area only
 1 mile
 5 miles
 10 miles
 20 miles
 40 miles
- Which learning provider do you want to study at?
If you know the name of a school, college, academy or work-based training provider enter it here, or leave it blank to search all providers
e.g. Park School or Park College
- Which courses or subjects do you want to look at?
If you know the name of courses, subjects or other types of learning opportunities enter them here, or leave it blank to search all courses
e.g. maths, plumbing, law, etc

Search

Your search results

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 Jacob. Below the navigation bar is a search filter section with a red 'Search' button and four numbered steps: 1. Where do you want to search? (Kent), 2. How far away do you want to search? (This area only), 3. Which learning provider do you want to study at? (Kent Demonstration), and 4. Which courses or subjects do you want to look at? (e.g. maths, plumbing, law, etc). The search results are displayed in a table with columns for course name, provider, and qualification. The results are: Construction Subsidiary Diploma Level 3, Music Subsidiary Diploma Level 3, Mathematics AS/A Level 3, and Geography AS/A level 3, all at Kent Demonstration Provider. Each result has an 'Add to favourites' button and a 'Level 3' button. The 'Map view' button in the top navigation bar is circled in red.

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

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 Jacob. Below the navigation bar is a search filter section with a red 'Search' button and three numbered steps: 1. Where do you want to search? (Kent), 2. How far away do you want to search? (This area only), and 3. Which learning provider do you want to study at? (Kent Demonstration). The search results are displayed in a table with columns for provider name, number of relevant courses, and distance from search location. The results are: Kent Demonstration Provider, View 4 relevant courses, Kent Demonstration Provider (BMET), 0.1 miles from search location. The 'Provider results' button in the top navigation bar is circled in red.

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.

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 Jacob. Below the navigation bar is a search filter section with a red 'Search' button and three numbered steps: 1. Where do you want to search? (Kent), 2. How far away do you want to search? (This area only), and 3. Which learning provider do you want to study at? (Kent Demonstration). The search results are displayed in a table with columns for provider name, number of relevant courses, and distance from search location. The results are: Kent Demonstration Provider, View 4 relevant courses, Kent Demonstration Provider (BMET), 0.1 miles from search location. The 'Add to favourites' button is circled in red.

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

Search home Information hub Favourites Profile **Applications** Account Help Log off

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](#) [Change the order of your choices](#) [View closed applications](#)

- 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

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

Further information

Kent Demonstration Provider

You must apply for 3 courses. Download the option block documents and follow the instructions for what choices you can make before choosing your courses. **CLICK ON THE LINK BELOW TO DOWNLOAD OUR OPTION BLOCKS.** Important information: Please apply before December 20th. Applications received after this date will not be accepted. Please make sure you check the entry requirements for the courses. Most require that you have 5 GCSEs grades A*-C with a grade B in the subject you wish to study. You will be invited to the school to discuss your choices between 6th - 10th Jan. If you do not attend, your application will be rejected.

[Click here](#)

[Accept and continue](#)

5. Track your application(s)

Follow the progress of your application(s).

[Start a new application](#) [Change the order of your choices](#) [View closed applications](#)

- 1 Not sent
- 2 In progress
Choice 1: Kent Demonstration Provider
Submitted
[View](#)
- 3 Offered
You have not received any offers
- 4 Accepted
You have not accepted any applications

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