Kentchoices4u Briefing 2014/15

Kent County Council
kent.gov.uk

Agenda

- Timeline
- How do I set my school up on UCAS Progress?
- How do I support my learners?
- How do I manage applications?
- How do I use reports?

What is the KentChoices4U timeline pre-launch?

Activity	By when
Return your KC4U proforma	25th September
Attend a KC4U Briefing session	October
School copies of learners' letters arrive in school	Early October
Young people can begin updating their profile and searching	Early October
Some schools are opening for applications in October – learners will be able to apply. This will be made known at their open days.	October
New members of staff can request more support	October - November
Schools update their offer on KentChoices4U	3rd November

What is the kentchoices4u timeline post launch?

Activity	By when
All schools enabled to receive applications - unless KC4U team advised otherwise	3rd November
Year 11 learners receive a letter at home with their username and password.	3rd November
Parents/carers receive a letter regarding KC4U	3rd November
Year 11 learners can begin making applications	3rd November
Those in school with the Adviser function can begin tracking the activities of their Year 11	3rd November
Providers can begin downloading their weekly application reports	10th November
Provider reports begin to include information on the preference order of learners applications	31st March

How do I set up my school on UCASprogress?

How do I set up (and update) my school's presence on KentChoices4U?

Step 1. Provider Manager - information about my school:

Provider Manager Manual & Quick Reference Guide

Kent guidance

Do not tick the following boxes:

- learners require approval;
- learners cannot add qualifications;
- request references for applicants.

How do I set up (and update) my school's presence on KentChoices4U?

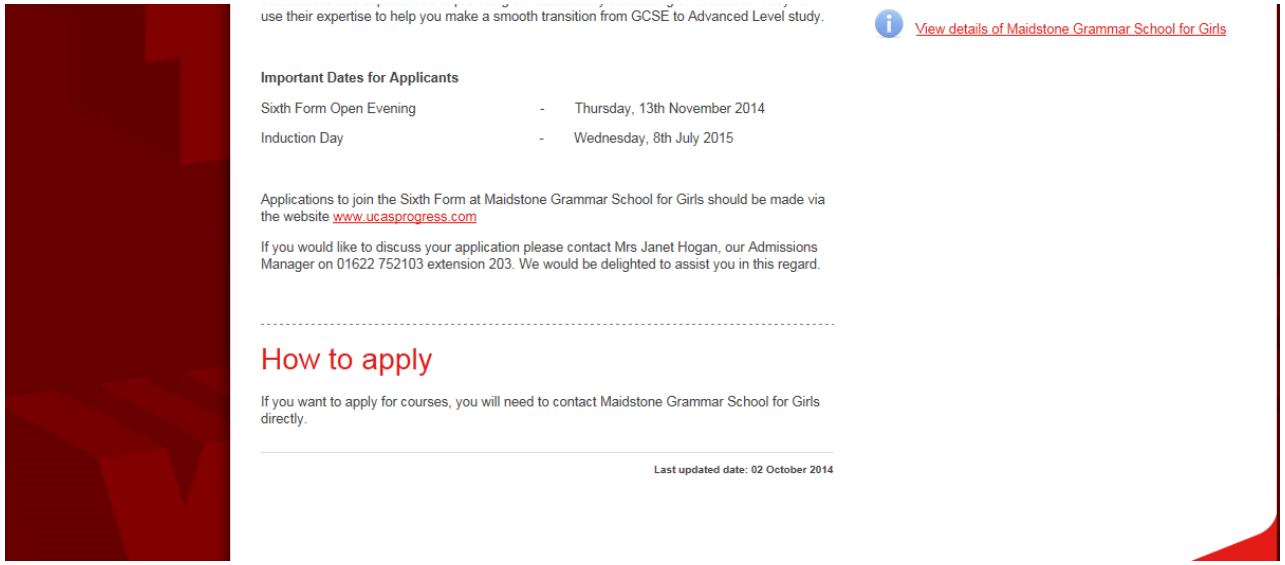
Step 2. Course Manager - information about our courses

Course Manager & Quick Reference Guide

Kent guidance

- Always include the QAN
- Always use the naming convention – subject name, qualification & level
  - i.e. Hospitality, BTEC, Level 3
- Remember AS/A level changes this year
- Avoid using importing/exporting data function – useful for colleges with hundreds of courses.

Why does the ‘How to apply’ section of my schools entry advise people to contact my school?



use their expertise to help you make a smooth transition from GCSE to Advanced Level study.

View details of Maidstone Grammar School for Girls

Important Dates for Applicants

Sixth Form Open Evening	-	Thursday, 13th November 2014
Induction Day	-	Wednesday, 8th July 2015

Applications to join the Sixth Form at Maidstone Grammar School for Girls should be made via the website www.ucasprogress.com

If you would like to discuss your application please contact Mrs Janet Hogan, our Admissions Manager on 01622 752103 extension 203. We would be delighted to assist you in this regard.

How to apply

If you want to apply for courses, you will need to contact Maidstone Grammar School for Girls directly.

Last updated date: 02 October 2014

- Until your school is open to receive applications this message will show. Once open, this message will change to apply using UCASprogress.
- This has been reported to UCAS as a problem.

How do I make sure all applicants see our entry requirements, and option blocks, before they apply?

The ‘Before You Apply’ function (not currently in the guide)

is a screen that learners must see before they apply.

Go to: Provider→ details→ final box on screen→ insert text

Kent Guidance

There is limited space and formatting so include brief description:

- entry requirements;
- closing dates.

Option Blocks

Kent Guidance

If your school uses preset option blocks:

- insert text as previous slide;
- in the text ask that they access the option blocks using the click here button;
- email option block document to prospectus@kent.gov.uk and we will upload it.

What happened to My School and My School (Learners)

This was a work around used last year to let schools open and close their application windows at different times. This is no longer necessary.

Archived data held under My School (Learners) is in the process of being transferred into your accounts.

How do I restrict when learners can apply to my school?

Kent Guidance

The default position is that schools receive applications from 3rd November, 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: prospectus@kent.gov.uk.

You should have already done this through the KC4U profoma.

Please keep us informed if your dates change.

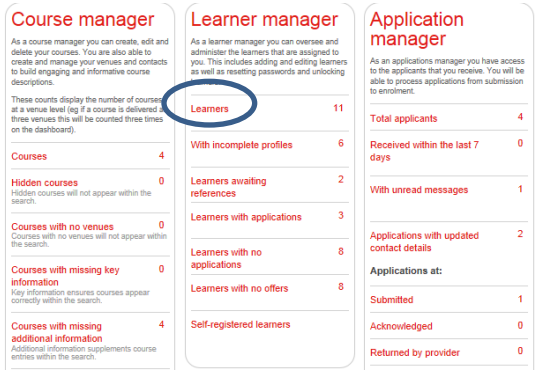
How do I support my learners?

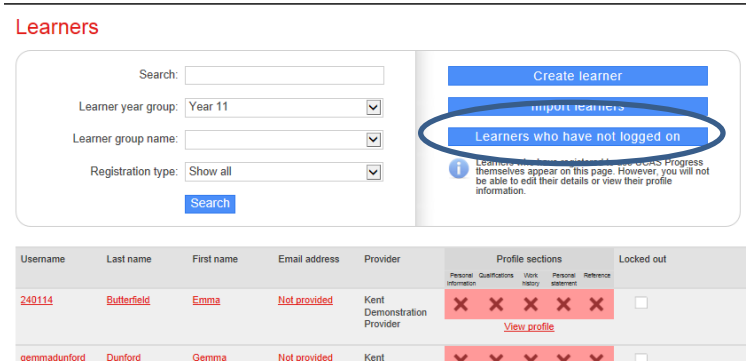
How do learners apply using KentChoices4U/UCASprogress?

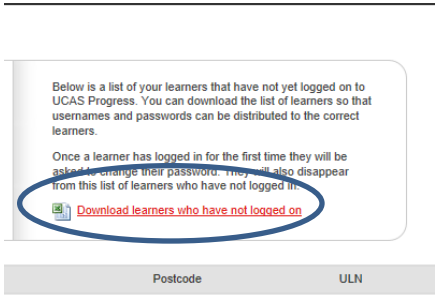
There is a Powerpoint presentation and a paper guide which can be used to introduce KentChoices4U to your learners. Download from the 'Professionals' link at www.kentchoices4u.com.

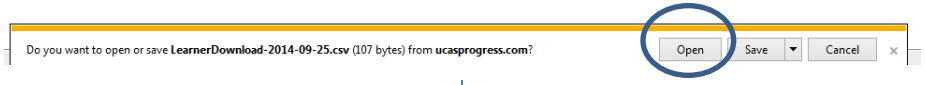
The KentChoices4U launch is 3rd November, but learners can update their profile (and begin searching) when the school copies of their letters are delivered at the beginning of October.

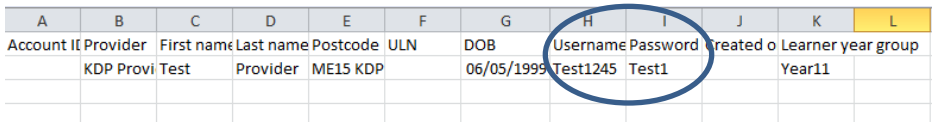
How do I download a list of my Year 11's usernames and passwords?











Schools with an October open evening

Aylesford Sports College

King Ethelbert School

Mascalls School

The Judd School

Tonbridge Grammar School

Tunbridge Wells Grammar School for Girls

Wilmington Academy

Cranbrook School

Marlowe Academy

The Skinners' School

The Malling School

Tunbridge Wells Grammar School

The Weald of Kent School

Applying for 6th Forms, Colleges and Apprenticeships in Kent

www.kentchoices4u.com and
www.UCASprogress.com/search

Raising the Participation Age

Remember what you choose to do after Year 11 is important, and you have a responsibility until you are 18 years old to stay in one of the options below:

- full time education in school or college;
- full time work with learning attached to it, like an apprenticeship; or,
- part-time education (if you are self-employed or volunteering).

So, if you would like some advice or guidance:

- talk to your school: they have a legal responsibility to provide you with independent, impartial careers advice;
- talk to your careers teacher, teachers, family and friends;
- get advice and guidance from https://nationalcareersservice.direct.gov.uk; or,
- use kentchoices4u.com and UCASprogress.com

www.kentchoices4u.com

Will help you decide what you want to do and how to plan making decisions.

Look here for local information on:

- open evenings and course entry requirements.

Click on the links to:

- apprenticeship vacancies;
- sources of careers help;
- careers information, videos and tools

www.UCASProgress.com/search

Is where you:

- login to your personal account;
- research school and college options;
- apply online;
- track your application;

Your school careers tutor will be able to monitor applications to see if you need any support.

College, sixth form and training

KENT Choices
a guide to your future

If you are a young person, aged 14 to 19, you need to think about your next steps. The information here will help you make choices for September 2015 or if you have already completed Year 11, find opportunities starting now.

You now have to stay in learning or training until you are 18 – you don't need to stay in school, the important thing is that you continue to learn, through:

- full time education in school or college
- full time work with learning attached to it, like an apprenticeship
- part time education if you are self-employed, volunteering or doing some other type of useful activity.

Search and apply

Search and apply for schools, colleges and apprenticeships.

Options at 16 and beyond

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

Careers advice

Find out where to get advice, how to decide what to do next and read the Kent Choices magazine.

Open days and application dates

Check the important dates for all the sixth forms and colleges in your area.

Professionals

Information about skills and employability for professionals in schools.

Search for courses

KENT Choices
a guide to your future

Sixth forms and colleges

You can search and apply for courses using the button below, which will take you to the UCAS Progress site:

Search and apply for courses ›

Logging in to UCAS Progress

If you are in Year 11 in a Kent school you will receive login details in November. If you have not received them, ask at school, please **do not self-register**.

If you are in Year 11 at an independent school or a school outside Kent you can self-register directly on the UCAS Progress website .

If you are not in Year 11, you can still use the UCAS Progress website to research courses available in Kent.

Apprenticeships

You can search and apply for current apprenticeships in KCC and on the National Apprenticeship Service website.

Give feedback

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UCAS Progress

ROYAL NAVY
LIVE A LIFE WITHOUT LIMITS
NO ORDINARY CATERING JOB
FIND OUT MORE >

Username Password Log on Forgotten your password? I don't have an account

Search home Information hub

Search for courses now!

1. Where do you want to search?
   Enter a city, area, postcode etc
2. How far away do you want to search?
   This area only | 1 mile | 5 miles | 10 miles | 20 miles | 40 miles
3. 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
4. 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

Click here to view information and advice about choosing what to do and where to do it. >

Click here to find out how to get your courses on UCAS Progress Search and the other marketing opportunities we offer. >

Return to the student home page >

Find out what you need to do now >

Research your options >

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There are a couple of things we need to know before you start...

Username JSmith999

New password

Confirm password

Keeping you informed about your application

To keep you up to date with your applications we need to know your email address. You can use your email address at home or at school, ideally both!

Your email address at home

Your email address at school hjkakhaf@hdjhkd.dht

We will send you relevant information, tips and reminders, to support you in making your choices.

I am happy to receive these messages

(•) Yes ( ) No

Letting you know about other related products and services we feel would interest you

We work with other companies to promote products and services which we think would be relevant to you. For example, we could send you money saving offers on things like computer equipment. We NEVER share your information with third parties.

I am happy to receive these messages

( ) Yes (•) No

We'd also like to know what you're thinking of doing after you finish year 11

Please select one of the following:

- ( ) I'm not sure yet
- (•) Stay at school for 6th Form
- ( ) Go to college
- ( ) Do a traineeship or apprenticeship
- ( ) Work or volunteer while stuyding or training part-time

Submit

Please enter a new password that you can easily remember.

This will be the password that you use to log on from now on.

You can change your password or privacy settings at any time by going to the 'Account' tab

For more information about how your information is used, please take a look at our Privacy policy

Five steps to applying

Step 1: Complete your profile

Step 2: Search for courses

Step 3: Favourite the courses that interest you

Step 4: Apply

Step 5: Track your applications

Cymraeg

UCAS Progress

MASTARA CHEF
taste the future

think with your hands
Shape the future of Asian cuisine. Become a master of the craft.
Become a Mastara Chef. Click here to find out more

How Progress works

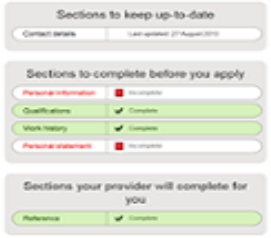
Search → Favourites → Profile → Making an application → Responding to offers

Search for courses. Enter your Postcode into the Search box to begin looking for courses that suit you.

Now you have found some courses that you want to apply for, add them to your favourites by using the 'Add to favourites' button.

Add to favourites

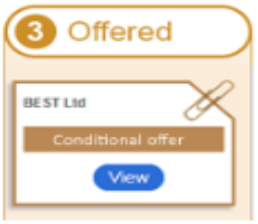
Make sure you add all courses that you may want to apply for to your favourites.



You will need to complete your Profile before you apply as this becomes your application form. You can start completing the profile at any time and it is a good idea to do this as soon as possible so you are ready to make an application.

Once you have completed your profile and saved courses to favourites, you are ready to start an application. Click on the applications tab on the homepage and select 'Start a new application'.

Start a new application



You will receive an e-mail when anything changes with your application. You can accept as many offers as you would like, and we would recommend that you keep checking into UCAS Progress to see if you have any messages or to respond to offers.

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Step 1

Complete your profile

Summary | Personal information | Qualifications | Work history | Personal statement | Contact details | Reference

Summary

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	! Incomplete

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

Summary | Personal information | Qualifications | Work history | Personal statement | Contact details | Reference

Personal information

Things to remember:

- When you have finished working on this page click the save or complete button at the bottom of the page.
- Check that the information you enter is correct.
- Some details have already been added, if any are wrong contact your teacher or adviser.

Name and details

First name	Demo Please contact your teacher or adviser if this is incorrect
Last name	Learner 1 Please contact your teacher or adviser if this is incorrect
Date of birth	25/01/1997 Please contact your teacher or adviser if this is incorrect

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Do you consider yourself to have a learning difficulty?	○ Yes ◉ No ○ I would prefer to be contacted regarding this question
Do you feel that you need any additional support if you were invited to an interview or appointment?	○ Yes ◉ No

Save section

When you have updated your personal information as much as possible, please click the button below

Save personal information

Complete section

When you think all of your personal information is correct and complete, please click the button at the bottom of the page

Complete personal informat

Summary | Personal information | Qualifications | Work history | Personal statement | Contact details | Reference

Summary

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.).
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View the entire profile

Sections to keep up-to-date

Contact details	Last updated: 02 October 2013

Sections to complete before you apply

Personal information	✔ Complete
Qualifications	✔ Complete
Work history	✔ Complete
Personal statement	✔ Complete

Sections your provider will complete for you

Reference	! Incomplete

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Summary | Personal information | Qualifications | Work history | **Personal statement** | Contact details | Reference

Personal statement

Things to remember:

- This section is a really good chance to tell people a bit more about yourself.
- You could include your career aspirations, achievements, skills, hobbies and interests.
- Think about what the person reading your statement would like to know about you.
- Talk to people you trust for their thoughts and advice about your personal statement.
- Think about your spelling, grammar and use of English.

Your personal statement can not exceed 8000 characters

Save section

When you have updated your personal statement as much as possible, please click the button below

Save personal statement

Complete section

When you think you have finished your personal statement, please click the button below

Complete personal statement

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Step 2

Search for courses

Search for courses now!

1. **Where do you want to search?**

   Enter a city, area, postcode etc

2. **How far away do you want to search?**

   ○ This area only ○ 1 mile ○ 5 miles ◉ 10 miles ○ 20 miles ○ 40 miles

3. **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

4. **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

Click here to view information and advice about choosing what to do and where to do it. >

Click here to find out how to get your courses on UCAS Progress Search and the other marketing opportunities we offer. >

Return to the student home page >

Find out what you need to do now >

Research your options >

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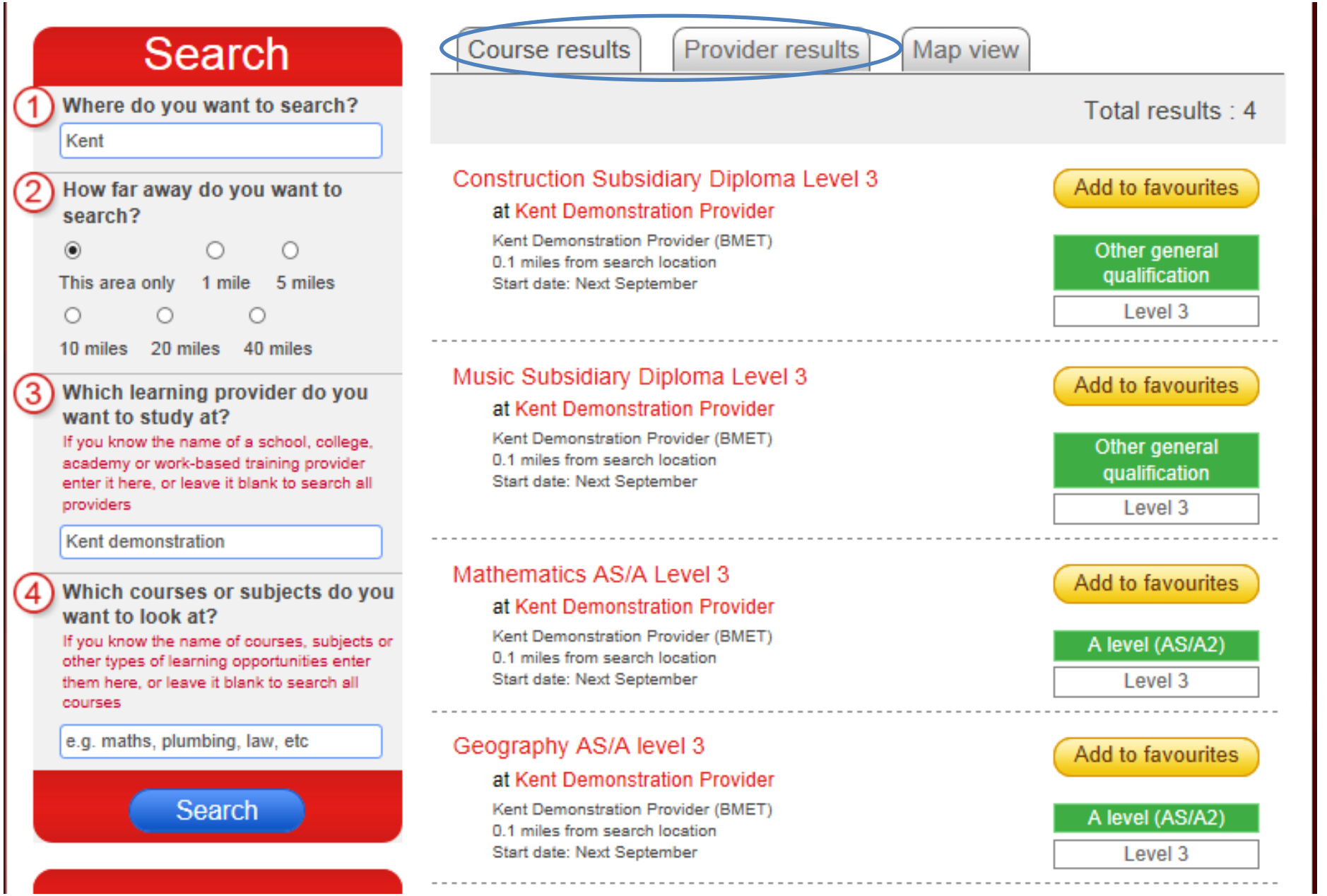
Search
1 Where do you want to search?
Kent
2 How far away do you want to search?
This area only
1 mile
5 miles
10 miles
20 miles
40 miles
3 Which learning provider do you want to study at?
If you know the name of a school, college, academy or work-based training provider enter it here, or leave it blank to search all providers
Kent demonstration
4 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
Course results
Provider results
Map view
Total results : 4
Construction Subsidiary Diploma Level 3
at Kent Demonstration Provider
Kent Demonstration Provider (BMET)
0.1 miles from search location
Start date: Next September
Add to favourites
Other general qualification
Level 3
Music Subsidiary Diploma Level 3
at Kent Demonstration Provider
Kent Demonstration Provider (BMET)
0.1 miles from search location
Start date: Next September
Add to favourites
Other general qualification
Level 3
Mathematics AS/A Level 3
at Kent Demonstration Provider
Kent Demonstration Provider (BMET)
0.1 miles from search location
Start date: Next September
Add to favourites
A level (AS/A2)
Level 3
Geography AS/A level 3
at Kent Demonstration Provider
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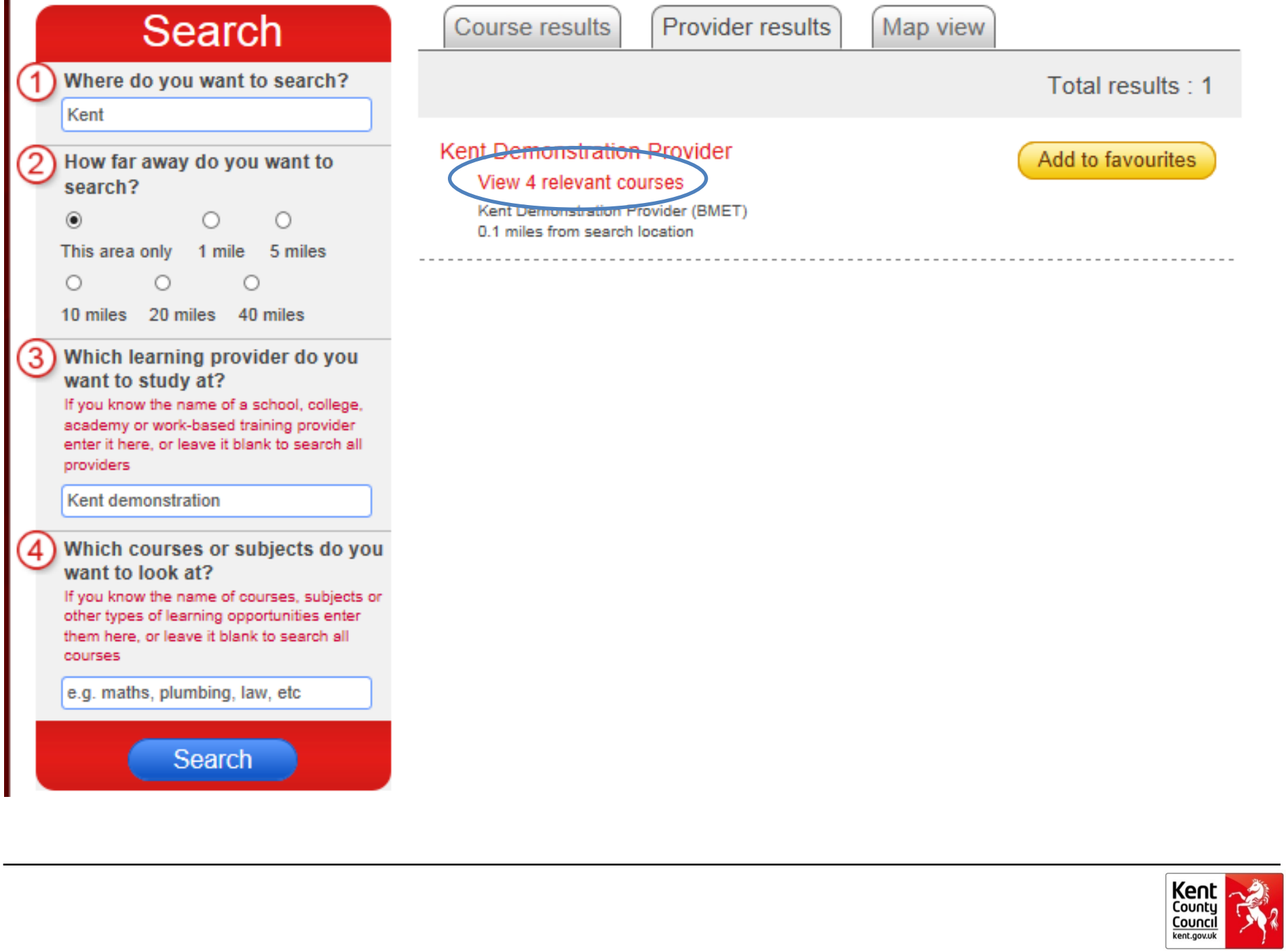
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Kent
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This area only
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10 miles
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40 miles
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Kent demonstration
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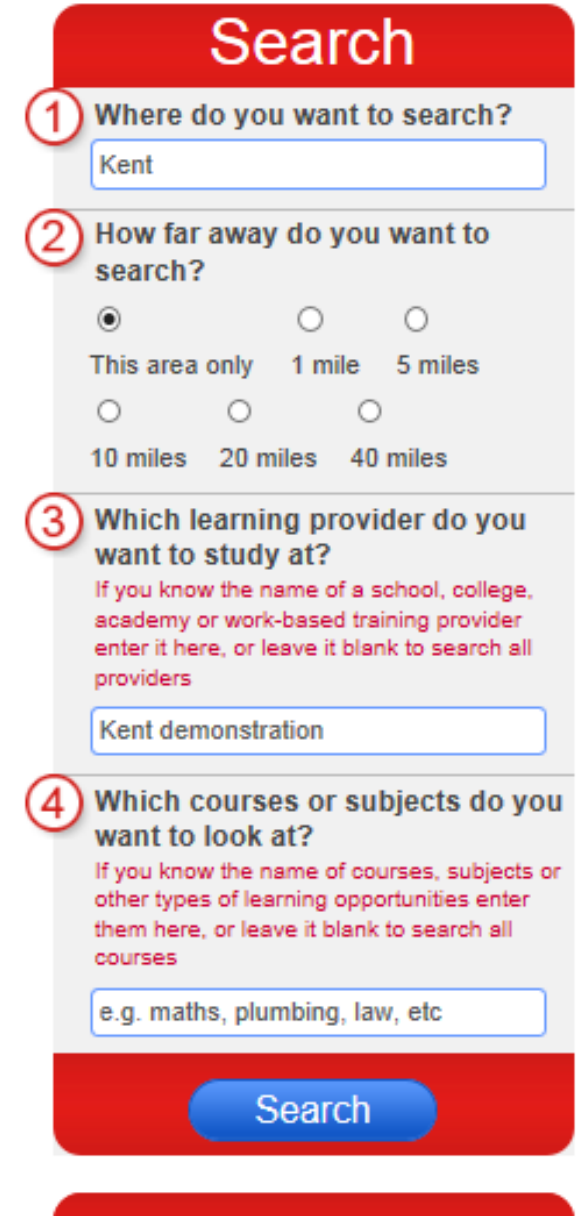
If you know the name of courses, subjects or other types of learning opportunities enter them here, or leave it blank to search all courses
e.g. maths, plumbing, law, etc
Search
Course results
Provider results
Map view
Total results : 1
Kent Demonstration Provider
View 4 relevant courses
Kent Demonstration Provider (BMET)
0.1 miles from search location
Add to favourites

Step 3

Favourite all the courses that interest you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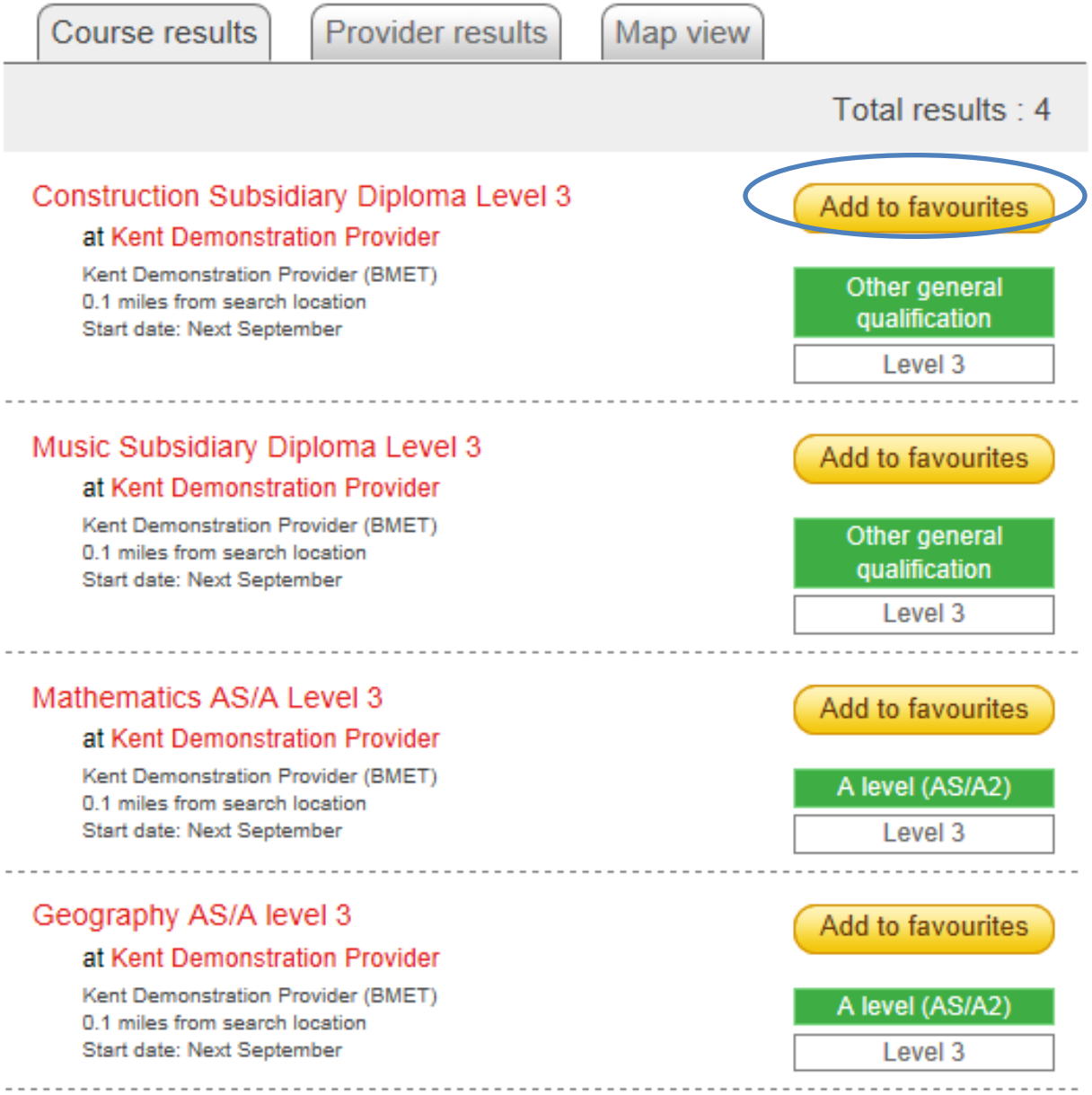
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Music Subsidiary Diploma Level 3
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Kent Demonstration Provider (BMET)
0.1 miles from search location
Start date: Next September
Add to favourites
Other general qualification
Level 3
Mathematics AS/A Level 3
at Kent Demonstration Provider
Kent Demonstration Provider (BMET)
0.1 miles from search location
Start date: Next September
Add to favourites
A level (AS/A2)
Level 3
Geography AS/A level 3
at Kent Demonstration Provider
Kent Demonstration Provider (BMET)
0.1 miles from search location
Start date: Next September
Add to favourites
A level (AS/A2)
Level 3

Step 4

Start your application

Cymraeg

UCAS Progress

MASTARA CHEF
taste the future

think with your hands
Shape the future of Asian cuisine. Become a master of the craft.
Become a Mastara Chef. Click here to find out more

Search for courses now!

1. **Where do you want to search?**
   CT4 6TR

2. **How far away do you want to search?**
   ○ This area only ○ 1 mile ○ 5 miles ◉ 10 miles ○ 20 miles ○ 40 miles

3. **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

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Cymraeg

UCAS Progress

MASTARA CHEF
taste the future

think with your hands
Shape the future of Asian cuisine. Become a master of the craft.
Become a Mastara Chef. Click here to find out more

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	3 Offered	4 Accepted
	You have no applications in progress	You have not received any offers	You have not accepted any applications

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Choose provider

Please choose who you want to apply to:

Greyed out providers cannot be applied to through UCAS Progress. Please contact the provider directly.

Kent Demonstration Provider

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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

Privacy policy

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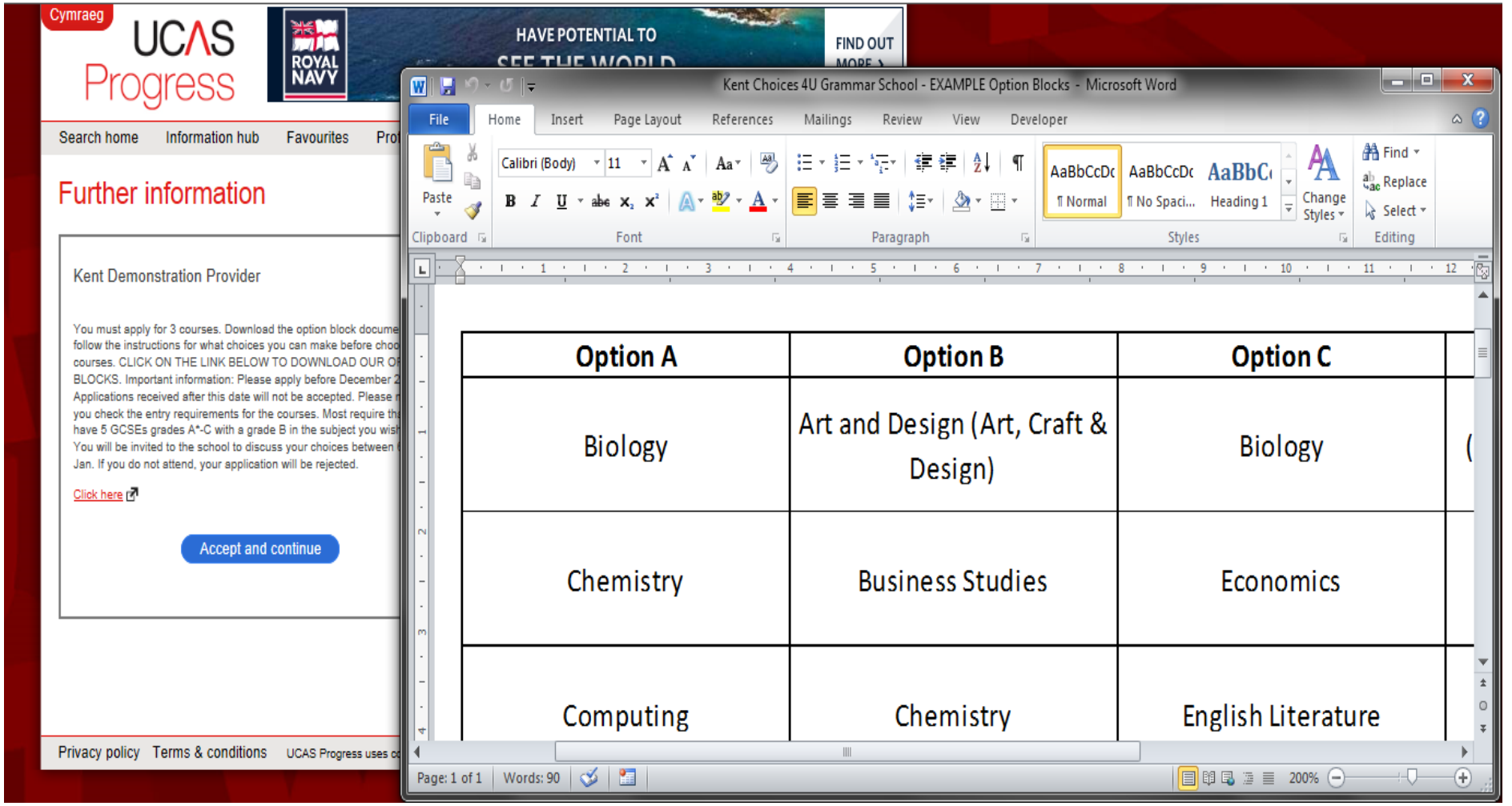
Kent County Council kent.gov.uk


Cymraeg
UCAS Progress
ROYAL NAVY
HAVE POTENTIAL TO
FIND OUT
Search home
Information hub
Favourites
Further information
Kent Demonstration Provider
You must apply for 3 courses. Download the option block docume
follow the instructions for what choices you can make before choo
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Jan. If you do not attend, your application will be rejected.
Click here
Accept and continue
Privacy policy
Terms & conditions
Kent Choices 4U Grammar School - EXAMPLE Option Blocks - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Paste
Clipboard
Calibri (Body)
11
Font
Paragraph
Normal
No Spaci...
Heading 1
Change Styles
Styles
Find
Replace
Select
Editing
Option A
Option B
Option C
Biology
Art and Design (Art, Craft & Design)
Biology
Chemistry
Business Studies
Economics
Computing
Chemistry
English Literature
Page: 1 of 1
Words: 90
200%

Choose courses

Please choose the courses you want to do at Kent Demonstration Provider

- [ ] Construction Subsidiary Diploma Level 3 at Kent Demonstration Provider
- [x] Geography AS/A level 3 at Kent Demonstration Provider
- [x] Mathematics AS/A Level 3 at Kent Demonstration Provider
- [x] Music Subsidiary Diploma Level 3 at Kent Demonstration Provider

Save application

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Change the order of your chosen courses

You can change the preference order of your courses.

Please do not use your browser's back button.

Once you are happy then confirm your preference by clicking the **confirm button** at the bottom of the page.

View application

Choice 1

Chosen course

Geography AS/A level 3 at Kent Demonstration Provider

View details

Move down

Choice 2

Chosen course

Mathematics AS/A Level 3 at Kent Demonstration Provider

View details

Move up

Move down

Choice 3

Chosen course

Music Subsidiary Diploma Level 3 at Kent Demonstration Provider

View details

Move up

Confirm course preference order

Draft

on 02/10/2013

1 → 2 → 3 → 4

Your application has not been submitted yet. Please make sure that you have selected the correct courses that you wish to apply to and completed all of the information on your profile. If you are sure you want to send your application you can select the below to submit it

Submit this application | Delete this application

Applying to Kent Demonstration Provider

1 - Geography AS/A level 3 at Kent Demonstration Provider View details

2 - Mathematics AS/A Level 3 at Kent Demonstration Provider View details

3 - Music Subsidiary Diploma Level 3 at Kent Demonstration Provider View details

Personal information

Name and details

Name	demo user
Date of birth	07/05/1998
Gender	Not specified
National insurance number	
Ethnic group	English / Welsh / Scottish / Northern Irish /

Messaging

Send a new message

Sharing your information

Finally, please read the following agreement before submitting your application...

- When you submit your application we will be sharing your information with the school, college or work-based learning provider that you are applying to and your local authority.
- If you update your contact details we will also share the new contact details with the school, college or work-based learning provider that you have applied to.
- Your personal information may also be shared with careers advisers and school staff to help you make and progress your applications.
- If you are making an application to a school, college or work-based learning provider outside of your local authority area you will be sharing the information in your application with organisations (the receiving provider, its local authority and its partners) that are outside of your local authority area.
- If you are making an application to a school, college or work-based learning provider in Wales, the information in your application will be shared with the Welsh Assembly Government and organisations that need your details for certification, funding, registration and examination purposes which are registered under the Data Protection Act 1998. Information on student destinations will be shared with Careers Company Wales.
- If you are not sure about sharing your data, please talk to a teacher, parent or carer first. You can print off this page, show it to them and ask their advice.

I give my permission for the information on my application to be shared as described above. (If you do not give your permission, you will not be able to send an application using UCAS Progress Apply)

Cancel

Submit

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Kent County Council kent.gov.uk

Processing

on 02/10/2013

1 → 2 → 3 → 4

Your application has been received by UCAS Progress and is currently being processed. This can take up to 30 minutes after which your application will either be submitted to the provider or we will let you know why it can't be sent yet. Any changes you make to your profile may not be included in this application.

Delete this application

Applying to Kent Demonstration Provider

Geography AS/A level 3 at Kent Demonstration Provider View details

Mathematics AS/A Level 3 at Kent Demonstration Provider View details

Music Subsidiary Diploma Level 3 at Kent Demonstration Provider View details

Personal information

Name and details

Name	demo user
Date of birth	07/05/1998
Gender	Not specified
National insurance number	
Ethnic group	English / Welsh / Scottish / Northern Irish /

Messaging

Send a new message

Kent County Council kent.gov.uk

Submitted

on 02/10/2013

Your application has been submitted. It will now be checked and you should hear back from Kent Demonstration Provider when they have acknowledged receipt of the application. If you feel you have made a mistake in sending this application you can still withdraw it.

Withdraw this application

Applying to Kent Demonstration Provider

Geography AS/A level 3 at Kent Demonstration Provider View details

Mathematics AS/A Level 3 at Kent Demonstration Provider View details

Music Subsidiary Diploma Level 3 at Kent Demonstration Provider View details

Personal information

Name and details

Name	demo user
Date of birth	07/05/1998 (16 years old on 31st August)
Gender	Not specified
Ethnic group	English / Welsh / Scottish / Northern Irish / British

Messaging

Send a new message

Kent County Council kent.gov.uk

Step 5

Tracking your application

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

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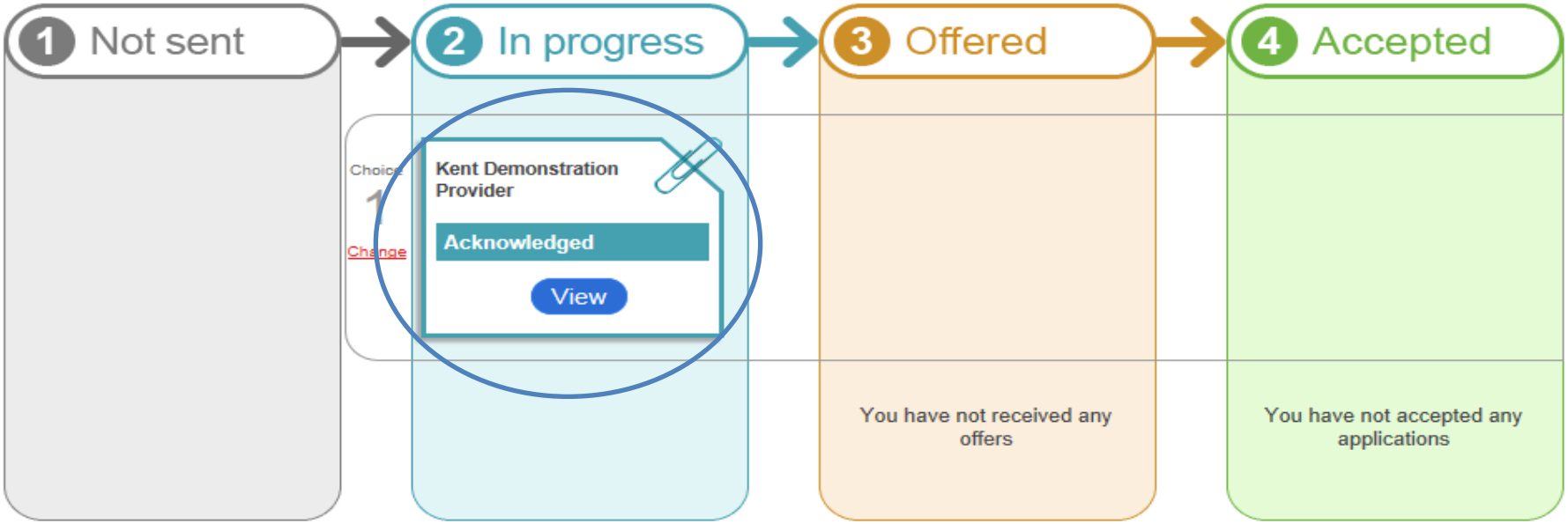
Applications

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



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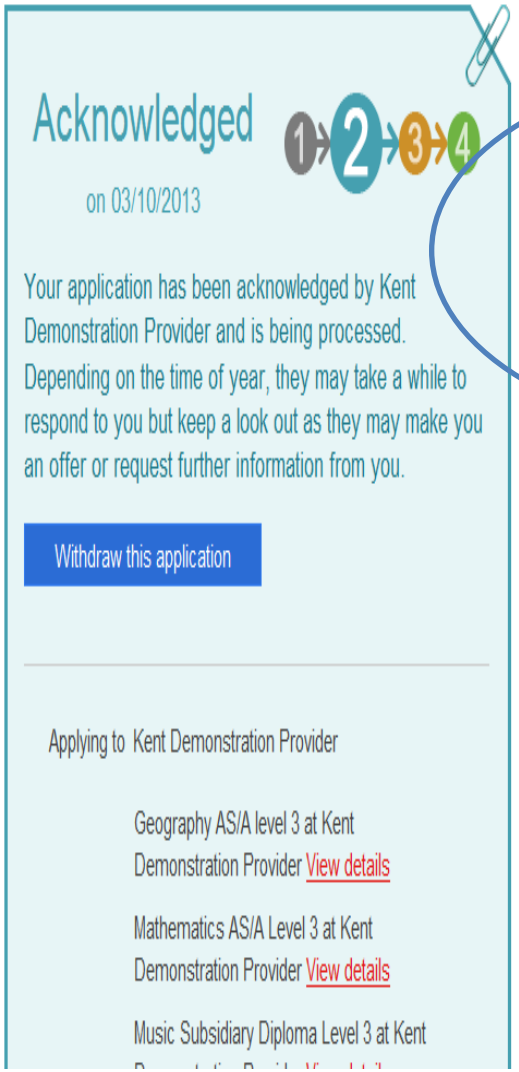
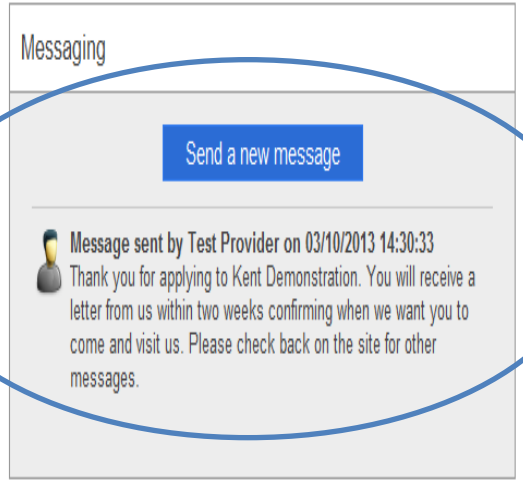

Acknowledged
1 2 3 4
on 03/10/2013
Your application has been acknowledged by Kent Demonstration Provider and is being processed. Depending on the time of year, they may take a while to respond to you but keep a look out as they may make you an offer or request further information from you.
Withdraw this application
Applying to Kent Demonstration Provider
Geography AS/A level 3 at Kent Demonstration Provider View details
Mathematics AS/A Level 3 at Kent Demonstration Provider View details
Music Subsidiary Diploma Level 3 at Kent

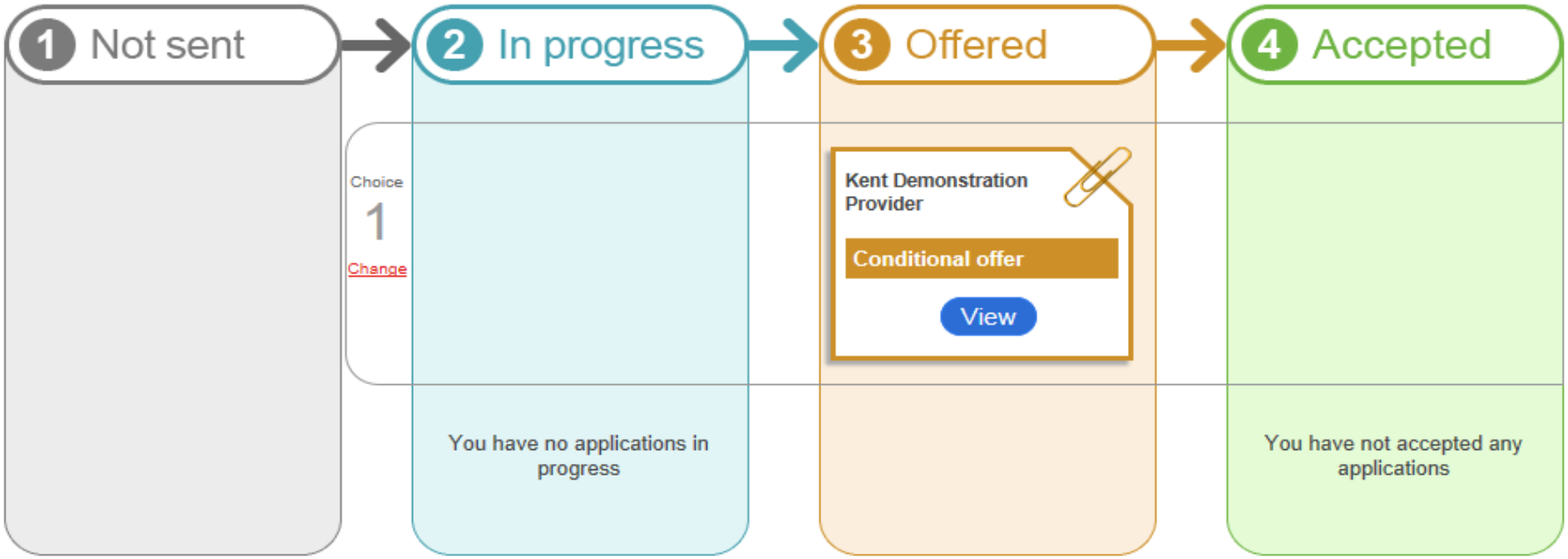

Messaging
Send a new message
Message sent by Test Provider on 03/10/2013 14:30:33
Thank you for applying to Kent Demonstration. You will receive a letter from us within two weeks confirming when we want you to come and visit us. Please check back on the site for other messages.

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



Conditional offer

on 02/10/2013

You have been offered a place. However there are conditions that you may have to meet in order to secure this place. Please let Kent Demonstration Provider know if you wish to provisionally accept or reject this conditional offer by selecting the below:

This offer is based upon the conditions below

You have been accepted to Kent demonstration provider subject to you achieving the agreed grades

Accept this offer | Reject this offer

Withdraw this application

Applying to Kent Demonstration Provider

Geography AS/A level 3 at Kent Demonstration Provider View details

Mathematics AS/A Level 3 at Kent Demonstration Provider View details

Music Subsidiary Diploma Level 3 at Kent Demonstration Provider View details

Personal information

Name and details

Messaging

Send a new message

Change the order of your choices

You can change the preference order of your applications. Each school, college, academy or work-based training provider will only see details of their course or courses that you've applied to. They will not see the order of the choices, or see your other choices.

Please do not use your browser's back button to go to your list of applications. Instead, use the button below.

Back to applications

Choice 1	Wakefield College Submitted	Move down
Choice 2	Royds School Specialist Language College Submitted	Move up Move down
Choice 3	BEST Ltd Submitted	Move up

Kent County Council kent.gov.uk

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

Using the adviser function, you can see:

what they are looking at; their favorites; 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.

What if someone from outside Kent or an independent school wants to apply to my school?

The arrangements have changed. They now create their own account using the 'I don't have an account' button at: www.ucasprogress.com/search. A username and password will then be sent by email to the learner.

Kent Guidance

- We will supply text on request to put in school sixth form prospectuses and on UCAS Progress. See next slide.
- We will support these applicants but will need to refer some to the UCAS Progress Support Team.

Sample text – usernames & passwords for out of county and independent school learners

If you wish to apply to xxxxxxx school you will need use the UCASprogress website, accessed via www.kentchoices4u.com.

If you are a Year 11 in a Kent school you will have received your username and password. Learners at out of county or independent schools can self register on UCASprogress at: https://www.ucasprogress.com/account/pickaschool.

UCASprogress queries to prospectus@kent.gov.uk.

What if my learners are interested in apprenticeships?

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

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.

A link to the search and apply function of the NAS website is available from: www.kentchoices4u.com

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 …

Application Manager Manual - Section 9 how to create and send individual and bulk messages.

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

How do I process applications once they start arriving?

You can manage your applications by:

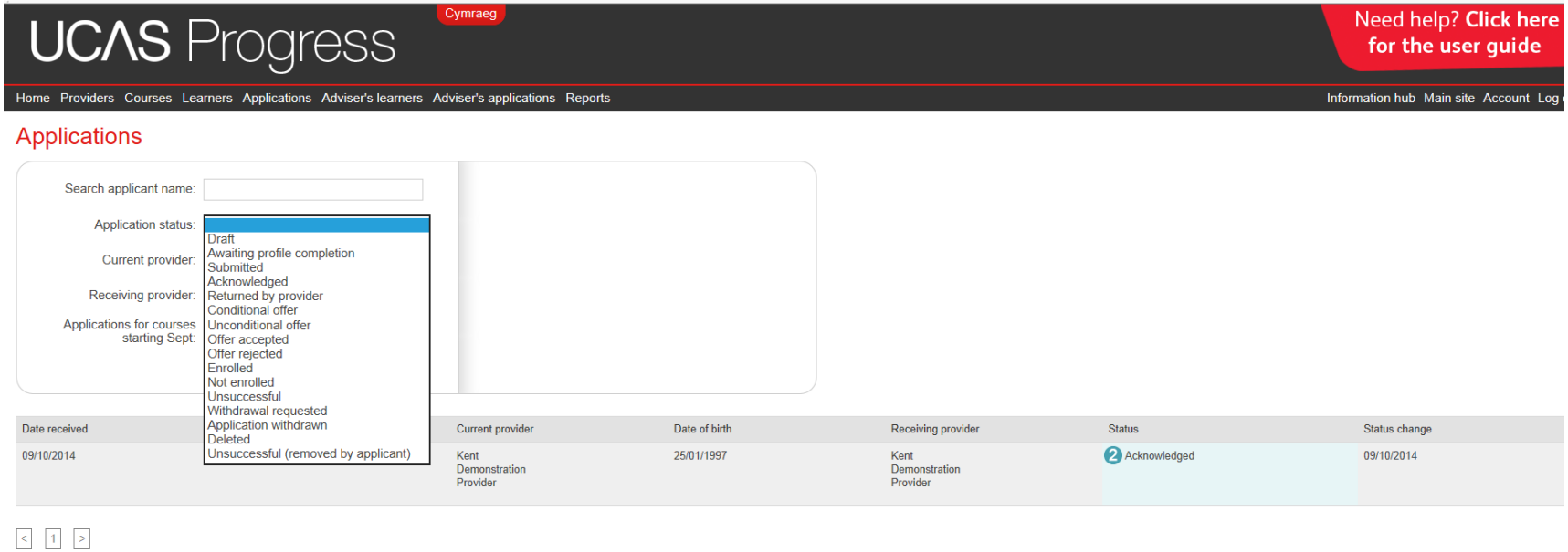
- filtering;
- understanding the application status process;
- acknowledging applications;
- messaging.

Application Manager Manual available

Kent Guidance

We are not using the enrolment or referencing function on ucasprogress

What if my dashboard counters don’t tally for applications and my Year 11?



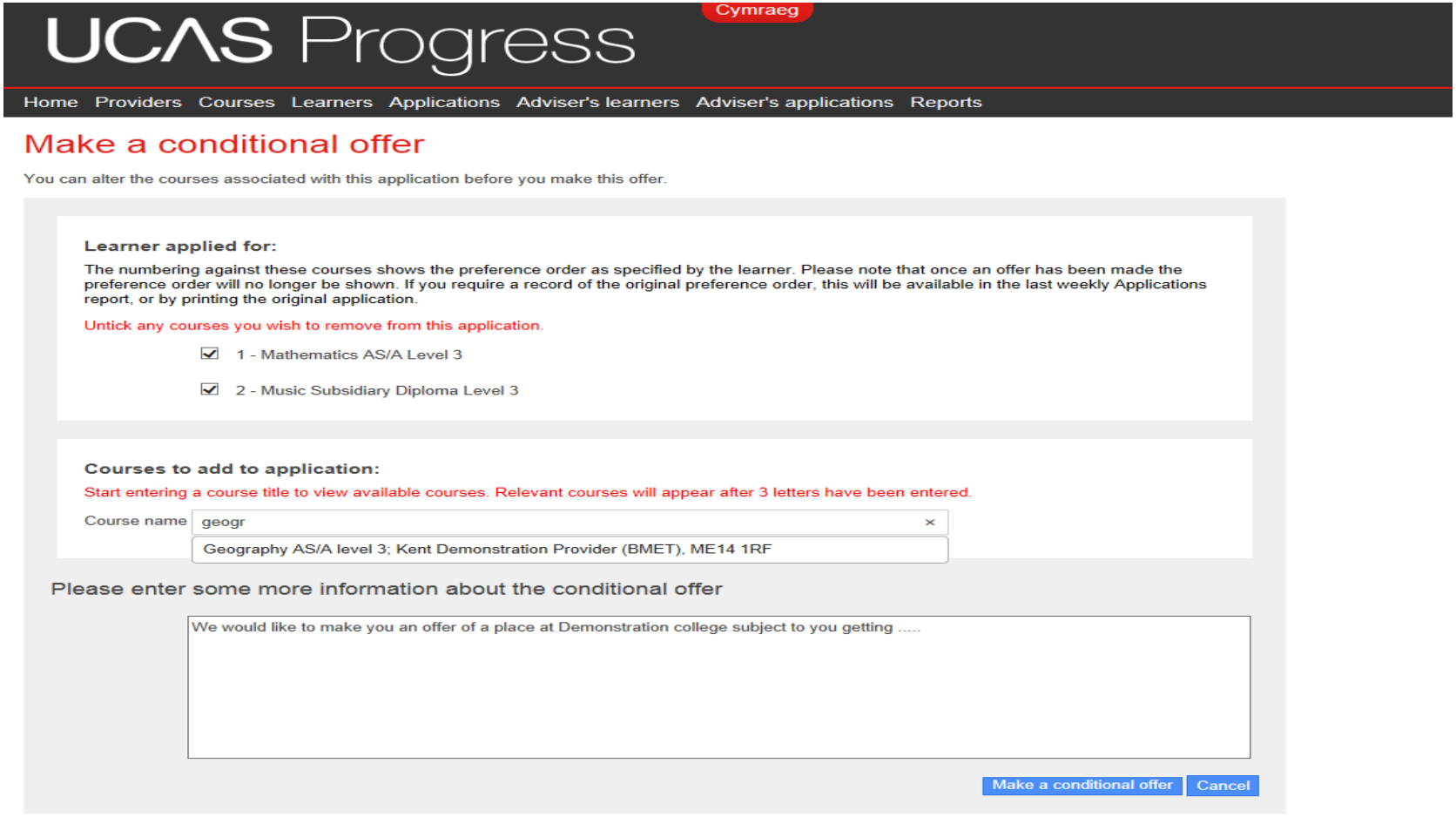
- It is important that you check the status filters for applications & learners to ensure you don’t miss anyone.

How do I make offers to applicants?

- You can make conditional or unconditional offers using ucasprogress.
- You can customize the offer reflecting changes to subject choice since the learners initial application and add a message. *This is new functionality.*
- If you use this method we will centrally collect September Guarantee data direct from ucasprogress.
- If you are unsure ask for help

Applications Manager Manual available

Making a conditional offer



Kent County Council kent.gov.uk

How do I use reports?

What reports can I get from UCAS Progress? Pt.1

- Reports are accessed via the top menu bar.
- To receive reports you must tick the box to opt into receiving the reports.
- Reports are cumulative and refreshed every Monday.
- You may wish to download the report each week and save outside UCAS Progress.
- There are 4 reports.

What reports can I get from UCASprogress? pt2

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.

Kent County Council kent.gov.uk

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 likley something wrong with the information you are supplying.

September Guarantee report

This report contains information on your Year 11 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.

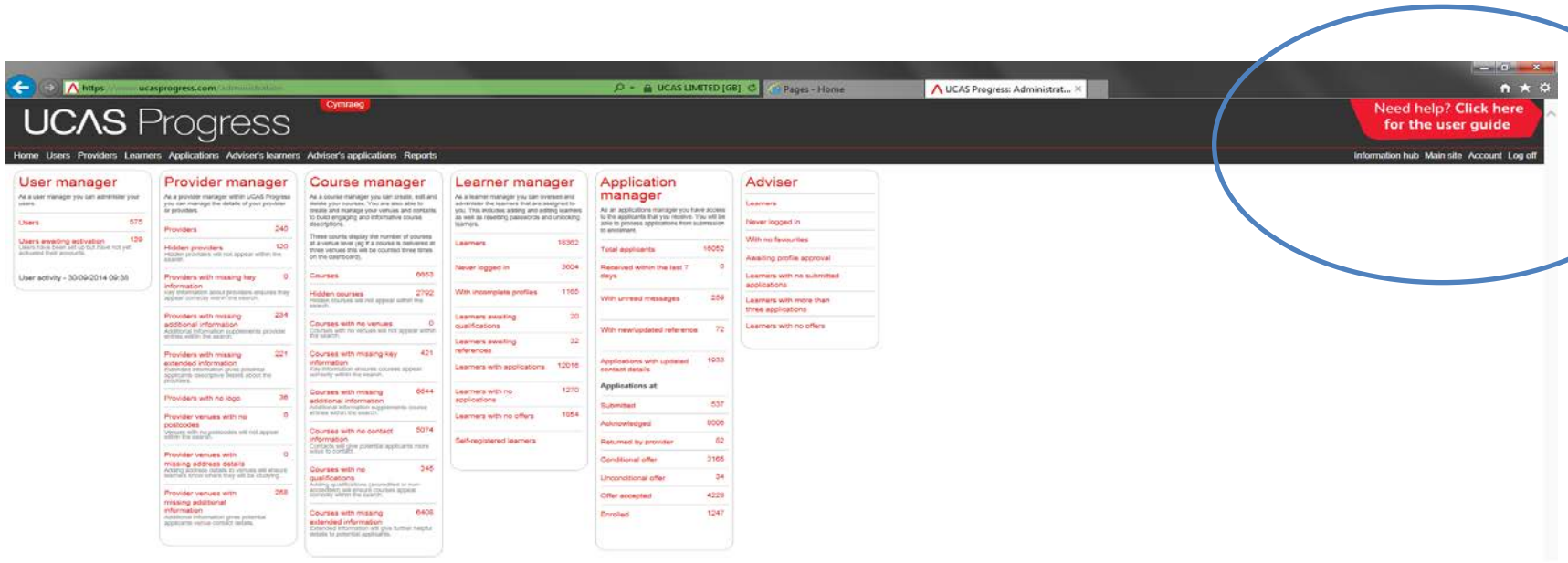
Kent County Council kent.gov.uk

Which manuals should I use?

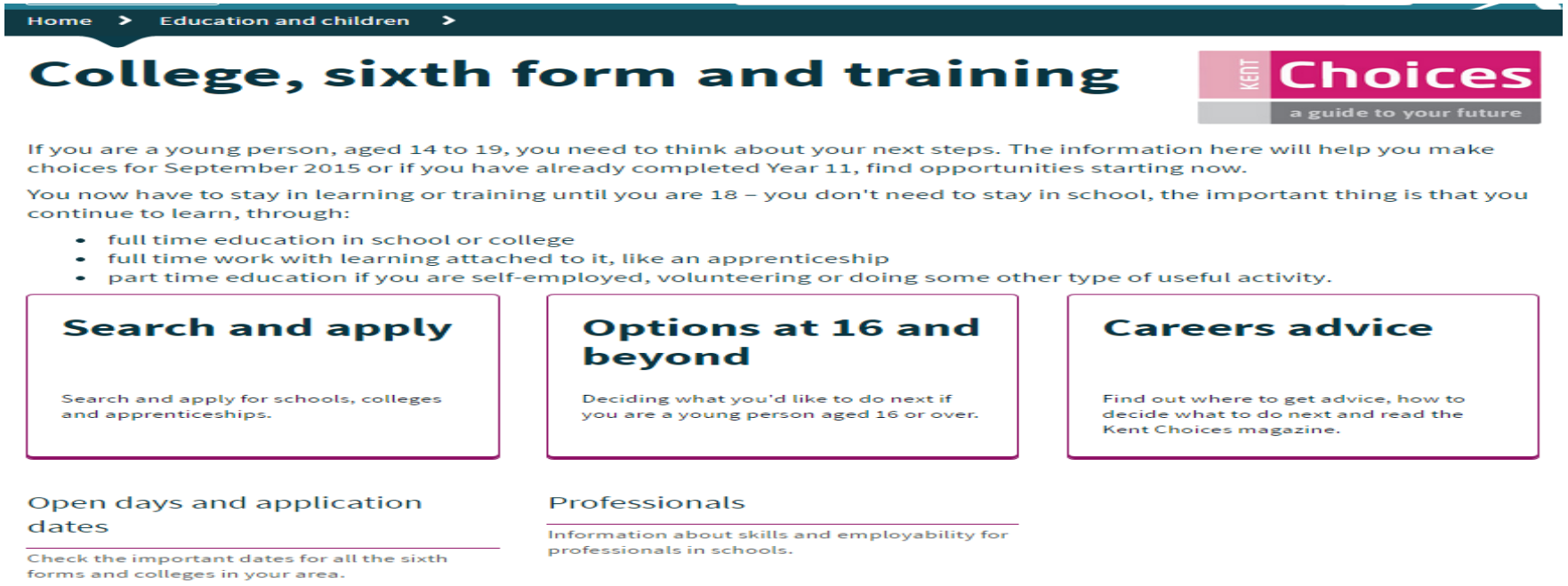
We recommend the following UCAS guides:

- Provider Manager Manual
- Provider Manager Quick Start Guide
- Course Manager Manual
- Course Manger Quick Guide
- Adviser Manual
- Application Manager

Where can I find the manual?



An interactive guide to be introduced in Term 1 or 2



We are revising the kentchoices4u pages, please give us your feedback by half term.

- These will be incorporated into the 3rd November version.
- Comments welcome throughout the year

UCAS Research

Online focus groups:

- Term 1: November 2014 – Year 11 students
- Term 2: March 2015 – Year 11 students
- Term 3: June 2015 – Year 10 students

- 3 Kent Schools who can provide 2 Year 11 and 1 Year 10 learners

- Interested schools contact prospectus@kent.gov.uk

What if I get stuck?

Always ask for help.

Prospectus@kent.gov.uk

George.Ramsden@kent.gov.uk 01622 696377

owen.bartholomew@kent.gov.uk 01622 694921