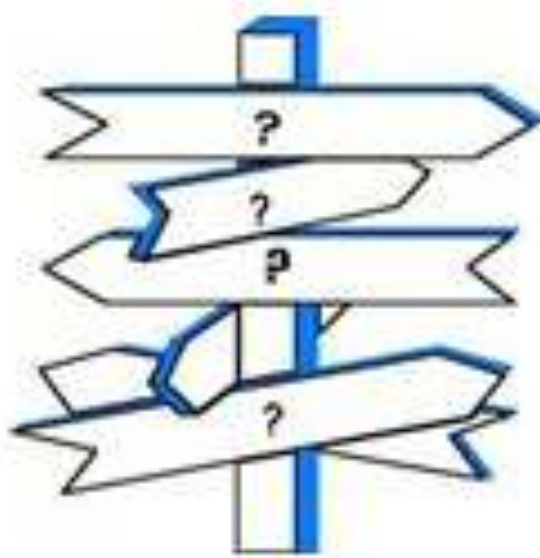


Life after Cambourne Village College



A guide to the College Application Process 2018-19

Name: _____

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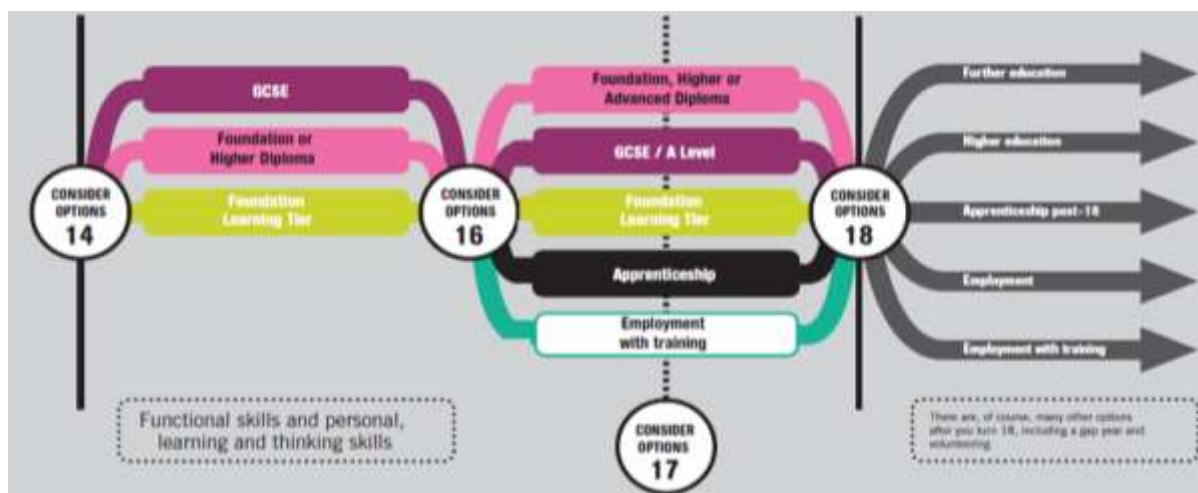
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Post 16 Transition timeline

WB 10 th Sept	Introduction to UCAS Progress – PSHE
WB 17 th Sept	Options Research including looking through prospectus’ – PSHE
1 st October	Post-16 information evening
	<p>Sixth form open evenings across the county</p> <ul style="list-style-type: none"> ● CRC *– Thursday 11th October (Huntingdon Campus) ● CRC *– Friday 12th October (Cambridge Campus) ● Netherhall – Tuesday 16th October ● Long Road – Wednesday 17th and Thursday 18th October ● CAST – Thursday 18th Oct ● Parkside – Tuesday 30th October ● Comberton – Thursday 1st November ● Impington – Tuesday 6th November ● Hills Road – Wednesday 7th and Thursday 8th November ● COWA – Saturday 24th November and Tuesday 12th March <p><i>*Many more dates – check their website</i></p>
19 th October	Personal Statements Due in
WB 5 th Nov	UCAS Progress Choices – adding choices to your profile/ researching more about courses
19 th Nov	Online Applications submitted
Feb	Guidance meetings start
May	GCSE exams
August	GCSE results and acceptance of placement

There are a range of choices for you once you leave Cambourne;



Do you want to do:

- A levels or A/AS levels?
- The International Baccalaureate? Diplomas?
- Vocational courses?
- Apprenticeships?

Where do you want to study?

What subjects do you want to do?

Think carefully about your decision:

- Read the **prospectuses** carefully
- Use the **UCAS progress website** to research the different courses on offer.
- Talk to your **tutor** about your future plans
- Work out some **questions** to ask at the Open Evenings.
- Use information from the **National Careers Service**.
(<https://nationalcareersservice.direct.gov.uk>)
- **Visit the post 16 institutions** to find out which one will meet your needs the best.
- Fill in the relevant sections in the online application
- Take your time making your final decision - it is one that will have a long lasting effect so it needs to be well thought out.

Remember that the decision of where to go and what to do is only one part of the process. You still need to get the best possible grades to ensure a successful future.

“Doing the best at this moment puts you in the best place for the next moment.” Oprah Winfrey

What happens after Cambourne?

The Government requires young people to continue in education or training until at least their 18th birthday.

This does not mean you must stay in school; you can choose one of the following options:

- **full-time education**, such as school, college or home education ;
- an **Apprenticeship**, or other work based learning;
- **part-time education or training** if you are employed, self-employed or volunteering for more than 20 hours a week.

Why continue in education or training ?

Participating in education or training brings benefits for young people, and also for the economy and wider society. Young people who continue in learning post-16 are more likely to attain higher levels of qualifications and have increased earnings over their lifetime. They are also able to gain the skills that employers want, which will lead to a more internationally competitive workforce.

You can find out more about the raising of the participation age (RPA) here: <https://www.gov.uk/government/collections/raising-the-participation-age>

The vast majority of Cambourne students will go on to study at one of the colleges within the Cambridge Area Partnership. Each of these colleges have their own entry criteria and certain courses will require you to have completed specific GCSEs.

Further head

Looking further ahead, you may wish to go on to university. To help you have the best opportunities, the **Russell Group** of 24 leading UK universities has published a guide to post-16 subject choices.

Informed Choices, produced with the Institute of Career Guidance, is aimed at all students considering A-level and equivalent options. It includes advice on the best subject combinations for a wide range of university courses as well as advice on the best choices if you don't know what you want to study after school and need to keep your options open.

We would recommend that you read the advice being given by this group of universities before choosing your courses as it may affect what you choose to do.

Information can be found at the following website:

<http://www.russellgroup.ac.uk/informed-choices/>

What you can do next depends on making the right choices and achieving your best in your Key Stage 4 courses. By making the right decisions and doing well now, you can give yourself the best opportunity to succeed in the future.

Apprenticeships

Who are they for?

- For people who want to work and train at the same time.
- They are open to all age groups above 16 years-old whether you are just leaving school, have been working for years or are looking to start a new career.

Key features:

- You are an employee so you will earn a wage
- You will work alongside experienced staff to gain job-specific skills.
- Apprentices receive training to work towards related nationally recognised qualifications usually on a day-release basis.
- Can take between **one and four years to complete** depending on the level of Apprenticeship, the apprentices' ability and the type of job.
- All apprentices should work for at least 30 hours a week

How do I get an apprenticeship?

There are **three** ways of applying for Apprenticeships.

1. Applying through the National Apprenticeship Service

All apprenticeship vacancies are advertised with the *National Apprenticeship Service* and locally through the *Youthoria* website.

Search for vacancies by keyword, job or occupation. You can narrow your search by postcode or location.

You will need to register and create your own account before you can make any applications.

2. Applying through a training provider/further education college

Training providers are companies that work with employers to make sure their apprentices receive the right training. Use **ucasprogress.com** to find the training providers, e.g CRC.

Type in your postcode, filter by the distance you are prepared to travel, Yr 11 and type of course - apprenticeship.

Use the extra filter to refine your search by levels and provider type.

Training providers may be able to help you find an apprenticeship by suggesting local employers to contact.

3. Applying for vacancies with local companies

Some local companies will advertise job through local papers, in schools and colleges as well as on the apprenticeships website.

Make sure you apply for any vacancies that interest you.

If you find a job, your employer may be prepared to offer you training through an apprenticeship.

Important!

Don't just apply for one vacancy – apprenticeships are very popular and you may not be successful straightaway.

Make sure you have the right entry qualifications. Some opportunities will ask for particular grades in English, Maths and/or Science.

Apprenticeship vacancies are advertised throughout the year. Apply to those that interest you as soon as possible. As some vacancies are advertised for several months, you may not hear whether you've been successful for a while.

Anyone interested in applying for an apprenticeship must speak to Miss Boyns before doing so.

Basic Information about the Cambridgeshire Institutions

Institution	Where	Provision	Entry	Guidance meetings policies (2018)	Open evening
Bishop Laney	Ely	A-levels and applied courses Norwich city football program	A-levels 5 x Grade 4s including English or Maths, depending on the course Level 2 program 3xGrade 3's	All	
CAST Cambridge Academy for Science and Technology	Cambridge	This institution is for those students who have a passion for science and technology and want to work with experts	A-levels Grade 6 in the subjects studying. Average of 6 across all GCSE subjects taken Must include 5 in English or Maths BTEC 5 in subjects studying Average of 5 across GCSES taken	CAST will be interviewing all applicants. This is subject to the applicant having the minimum predicted grades for the courses on offer.	Thursday 18 th October
CRC	Cambridge (Kings Hedges) and Huntingdon	This institution offers courses in a variety of subjects to HND and diploma level.	Level 1 – 2 GCSEs at grade 2 or above. Level 2 – 2 GCSEs at Grade 3 or above,	CRC will interview all applicants.	Cambridge (<i>see their website for times</i>)

			including English and Maths Level 3 – 4 GCSEs at Grade 4 or above, including English and Maths		12 th Oct 13 th Oct 17 th Oct 22 nd Nov Huntingdon 11 th Oct 3 rd Nov
CRC Apprenticeships	Cambridge	The college also offers a range of apprenticeships.	Level 2 – English and Maths at Grade 3 or above Level 3 – English and Maths at Grade 4 or above		
College Of West Anglia	Milton	This institution offers courses such as the diploma. Courses are mainly based around the great outdoors (eg horticulture, agriculture, animal care)	Level 2 – 4 x Grade 3 including English Language Level 3 – 5 x Grade 4 including English Language and Maths Veterinary Nurse apprenticeship will require Science to be included	All applicants, if they meet the stated entry requirements will be invited for interview. If an applicant discloses potential additional support needs, there may be further assessment required.	24 th Nov

Comberton	Comberton	This institution offers a range of different types of courses; A-levels and vocational courses.	<p>3 A-levels: 5x grade 5's inc English Lang and Maths</p> <p><i>Must get 6's in the subjects you are wanting to continue.</i> <i>If wanting to continue with Science must get 2 7's</i></p> <p>BTEC 5 x grade 4's inc English and Maths</p>	Comberton aim to interview all appropriate first choice applicants who meet the admissions criteria. Second choice applicants will be interviewed depending on the availability of suitable courses.	Thursday 1st November
Cottenham	Cottenham	This institution is focussing on students who have particular educational needs such as learning, language or sensory impairment. A range of academic and vocational courses will be offered at entry level, level 1 and level 2.	No entry criteria due to nature of the institution		By appointment

Hills Road	Cambridge	This institution offers A level courses	<p>Admissions score based on adding up: English Language x 2, Maths x 2, Plus 6 best others.</p> <p>Non STEM – minimum of 54-56 points (e.g. 4 x Grade 5 plus 4 x Grade 6)</p> <p>STEM – minimum of 64 points (e.g. 4 x Grade 6 plus 4 x Grade 7)</p>	Interviews will normally be offered to those who place Hills Road as their first choice A level centre, and who satisfy the minimum entry criteria. However, this may be reviewed in the light of the number of applications received. The College will decide whether or not second choice applicants will be invited to interview.	<p>Wednesday 7th November</p> <p>Thursday 8th November</p>
Impington	Impington	This institution offers the International Baccalaureate and a BTEC courses. They also have a performance school and a sports scholarship	<p>IBDP – Grade 6 average needed, including English Language and Maths</p> <p>IBCP – Grade 5 average needed, including English Language and Maths</p>	Interview all applicants who meet the admission criteria.	Tuesday 6 th November

		program with Histon FC and MK Netball club	<p>Performance school – 5 x Grade 5, including English Language and Maths</p> <p>Diplomas – some 4s needed</p>		
Long Road	Cambridge	This institution offers a range of A level courses and diplomas	<p>SUBJECT TO CHANGE</p> <p>A Levels – 7 x Grade 4s including English and Maths</p> <p>Diplomas – 5 x Grade 4</p>	Will be interviewing all applicants. This is subject to the applicant having the minimum predicted grades for the courses on offer.	<p>Wednesday 17th October</p> <p>Thursday 18th October</p>
The Oakes College (at Netherhall)	Cambridge	This institution offers A levels and some diplomas	<p>A levels – 7 x Grade 4s, including English Language and Maths</p> <p>6's in science if want to study science</p> <p>7's in maths if want to study maths</p> <p>5xGrade 4's for applied courses incl Maths and English</p>	If you have selected Netherhall as your first or second choice post-16 centre, you will be invited for a guidance meeting.	16 th Oct

Parkside	Cambridge	This institution offers a variety of courses: International Baccalaureate, Health and Social Care Diploma, Business Diploma and the Sports Diploma	For all courses – 5 x Grade 4, including English Language and Maths. Maths courses need Grade 7+ in Maths Science courses need at least Grade 7 in Science and some need 6 or 7+ in Maths.	If over-subscribed, Parkside will interview higher preference applicants only. Applicants must be suitably qualified for the course to receive an interview. If qualified applicants are not offered an interview, they will be invited to go on a waiting list, should they wish to do so.	Tuesday 30th October
Shuttleworth	Old Warden, Biggleswade	This institution offers courses based around the great outdoors e.g. horticulture, agriculture, and animal care.	Level 2 and Level 3 courses available there are a variety of entry requirements.		

Students are able to apply to any college they are qualified for. If the college they wish to apply to is not on the list, they should see Miss Boyns for assistance.

Open Evening Dates

- CRC *– Thursday 11th October (Huntingdon Campus)
- CRC *– Friday 12th October (Cambridge Campus)
- Netherhall – Tuesday 16th October
- Long Road – Wednesday 17th and Thursday 18th October
- CAST – Thursday 18th Oct
- Parkside – Tuesday 30th October
- Comberton – Thursday 1st November
- Impington – Tuesday 6th November
- Hills Road – Wednesday 7th and Thursday 8th November
- COWA – Saturday 24th November and Tuesday 12th March

**Many more dates – check their website*

Visiting the institutions on the Open Days is the best opportunity to find out if the institution is the best place for you. Make sure you go to all of the institutions you are interested in and ask questions.

Applying to Post 16 Institutions

UCAS progress is made up of 2 parts i.e. **SEARCH** and **APPLY**

A) Search

1. You will need to spend time looking carefully at the information on www.ucasprogress.com/search. You can do this process either logged in or not.

2. **Log in.** Once logged in your postcode appears automatically and distances are calculated from your house.
3. **Search at a specific college,** you can type the name of the institution in the learning provider box and all the courses at that institution will come up.

Search for a specific subject, you can type the name of the subject in the courses box and all the courses and institutions you can study at will come up.

4. In the list of displayed courses, click on the course name to open up the course details.

Physics A Level

at **Comberton Village College**

Comberton Village College

8.1 miles from search location

Start date: Unknown

Add to favourites

A level (AS/A2)

Level 3

5. Make sure that you are qualified for the course (i.e.will get the grades needed)
6. Then click the '**Add to favourites**' button if you want this to be one of your chosen courses. These will be saved and can be accessed from the 'Favourites' tab on the toolbar, where they will be sorted into the different institutions. You can manage your favourites from this section, including removing any that you no longer want to study.

Applying to Post 16 Institutions

B) Apply

Your application contains several sections that need to be completed alongside you choosing courses/ institutions.

All sections of your application need to be completed by Monday 27th November.

1. Profile

The Profile section is the section that will make you stand out from the other applicants. It includes your personal statement, estimated grades and reference. Make sure that you include all the information that is relevant to your application and get advice in what to include that will help you stand out.

- Log in
- Click on 'Profile'
- You will see a summary screen- each section must be filled in.

The summary page shows which sections have been completed. All the sections need to be complete before you can submit your application.

The screenshot shows a navigation bar with tabs for: Summary (highlighted in red), Personal information, Qualifications, Work history, Personal statement, Contact details, and Reference. Below the tabs is a 'Summary' section with a blue header. It contains two information boxes: one explaining that the profile is for entering application information and how it works (using tabs, saving, and completing sections), and another stating that the profile will be checked by a teacher or adviser once all sections are complete. A blue button labeled 'View the entire profile' is also present. At the bottom of the summary section is a grey button labeled 'Sections to keep up-to-date'.

Profile

a) Contact details

- Please complete as much information as possible. This is the information that your post 16 institution will have on their database for contacting you.

The screenshot shows a navigation bar with tabs: Summary, Personal information, Qualifications, Work history, Personal statement, Contact details (highlighted in red), and Reference. Below the tabs is a red-bordered box titled 'Contact details'. Inside this box, there is a light blue information box with an 'i' icon and the text 'Things to remember:' followed by two bullet points: 'When you have finished updating this page click the save button at the bottom of the page.' and 'These details are used by providers to get in touch with you so it is really important they are accurate and up-to-date.' Below this is the section 'Home address details' with a text input field labeled 'House name or number'. The input field is empty, and below it, there is a red error message 'This field is required *' and a green example 'e.g. 17 or Barn Cottage'.

- Complete and then press “Save contact details” button at the bottom of the page.
- If there are any sections that have not been completed the system will not allow you to save the page.
- You must have saved your contact details, even if you haven’t changed anything, to allow the application to go through.

Save section

When you have updated your contact details as much as possible, please click the button below

Save contact details

b) Personal Information

This section is where your background information is gathered. All the information in this section is important and you must make sure that it is accurate. It is used to allow the colleges to ensure your needs are met if you choose to go there.

Most of the section is straightforward but there are a few sections that need special attention:

- **Resident in the UK/EU for three or more years** -if you have not lived in the UK for more than the last 3 years then you need to see Miss Boyns.
- **Start date at Cambourne VC** –if you started at the beginning of Year 7 you need to put the date you started as **September 2013**.
- **Learning support** – if you are currently receiving or may need learning support when you start your post 16 course, fill in this section as honestly and in as much detail as possible to help the post 16 institutions prepare for your arrival in a suitable way. If you are not sure, see Miss Boyns.
- **“Save personal information”** – if you have completed some of the questions but not fully finished.
- **“Complete personal information”** – if you have completed everything in this section and you **WILL NOT** need to revisit it.




c) Qualifications

- These will be entered by CAM VC staff by the end of November. These will be based on the forecast grades that appear on your progress checks.

Additional qualifications:

- If you have any other qualifications that you wish to be listed in this section, for example JSLA or music grades, you will need to write them clearly on paper, including the title of the qualification, the award and the date you did it, and give them to Mrs Brignell to add them to the system.

Qualifications

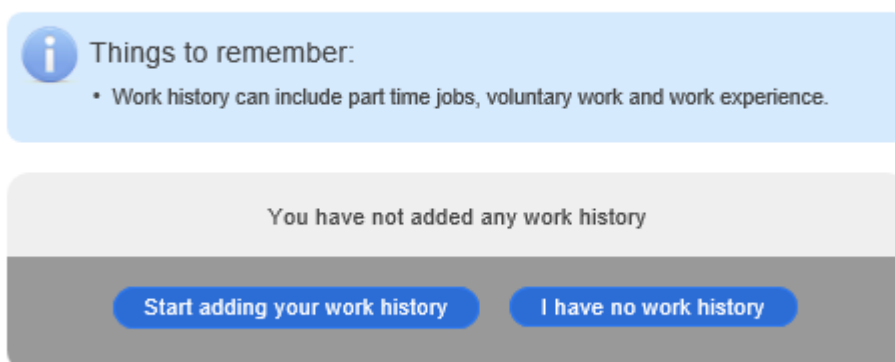
 A teacher or adviser will be entering the qualifications to your profile.

GCSE in English Language	August 2014	Predicted grade: A
GCSE in Mathematics	August 2014	Predicted grade: C
GCSE in Physical Education	August 2014	Predicted grade: B

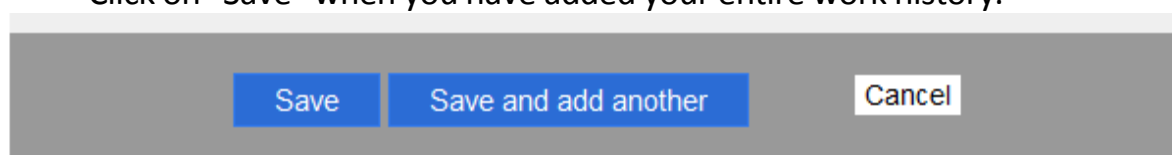
d) Work History

- Add your work experience in here

Work history



- Click "Start adding your work history" to begin.
- Enter the employer (name of business)
- The role you had (e.g. shadowing the secretary, shadow pet carer)
- Start and end date (10th-20th July)
- Write about your main duties (e.g. answering calls and diverting to the correct member of staff, fixing bikes by following the instructions of employees)
- Click on the "Save and add another" button at the bottom of the page if you need to add more than one work experience.
- Click on "Save" when you have added your entire work history.



- Once you have added all of your work history you will need to click on the "I have added all of my work history" button on the Work History page.

e) Personal Statement

This is a very important section – make yourself stand out from others

Remember that there will be lots of students applying with the same grades as you and the personal statement is the way that you will stand out from the crowd. Certain institutions have many more applicants than places and they are looking for students who can offer their institutions something. You need to sell yourself and show that you are a well rounded person with a variety of interests so make sure you include everything that you want the institutions to know.

- Write your personal statement in Word and copy and paste it in when completed and checked
- Write in detail
- You can repeat some of the information already on the form, for example interests and work experience.
- Don't write about one institution - the same personal statement will get sent to every institution so don't make comments like *"I want to come to Comberton because you have wonderful sports facilities."*
- You can apply to up to 3 post-16 centres and you will need to state your order of preference. **Please list your choices in order at the start of your personal statement.** Here is an example:

My Choices are:	To study:
1. Long Road Sixth Form College	A-levels including: Geography History Biology
2. Netherhall Sixth Form College	Extended Diploma in Business
3. Impington Village College	IB including Geography French Maths <i>Etc</i>

Personal Statement student guidance

You should aim to type a maximum of one side of A4.

Ideas to get you started.

1. Why would you like to continue in education?

What subjects have you enjoyed at school and might like to continue?

2. Character

What are you like? Quiet, loud, introvert, extrovert, lively, fun-loving, enjoy working with others/on your own. How do your friends describe you? Trustworthy, a good listener, honest, dependable.

3. Attitude to work and People

What are you like at school? Hard-working, organised, work well under pressure.

What subjects do you like and why?

4. Interests

What are your main interests: sports teams, keep fit, hobbies, socialising - how have/do these help you

What extra-curricular activities do you do? They could involve some of the following: Sports team, extra classes like dance/art class, interests and clubs like stamp collecting!, part-time work or jobs that you have.

5. Responsibilities - in school and outside

Write out your experiences and responsibilities. What have you gained from them? For example - Form representative - communication skills, trust, and independence.

Other responsibilities could include Prefect duties, drama/musical productions, charity work, Peer Mentor etc.

6. Work Experience

State the skills you gained and match them to the duties you carried out on your work experience. For example - Communication - dealing with customers or working in a team

Mention here whether or not you have a part-time/Saturday job and state what your main responsibilities are.

Possible skills developed could be: Communication, speaking to customers/public, working independently, computer skills, team work, managing others, working to deadlines; problem solving and using your initiative

7. Ambitions and future plans

Write out what you would like to do in the future - next couple of years as well as a career (mention here if you hope to go to University)

Also add the ambitions you would like to fulfil in the coming years like traveling, bungee jump etc.

- **Save your personal statement regularly** : “Save personal statement”
- Only click on the “Complete personal statement” button at the bottom of the page when you have completed the personal statement and it has been checked.

Save section

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

Save personal statement

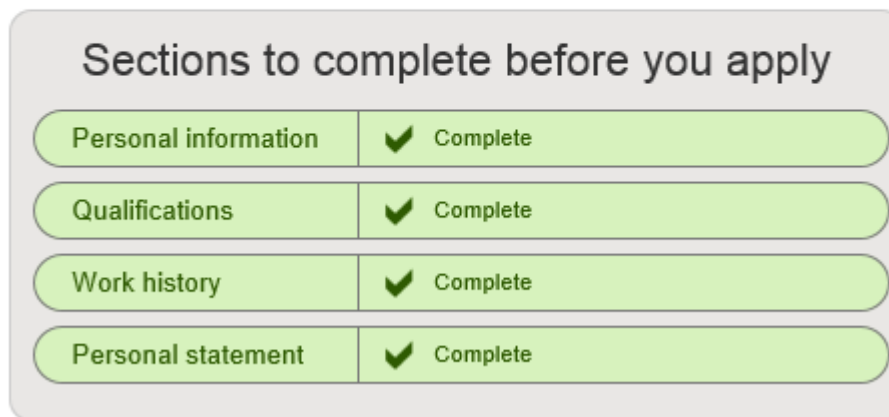
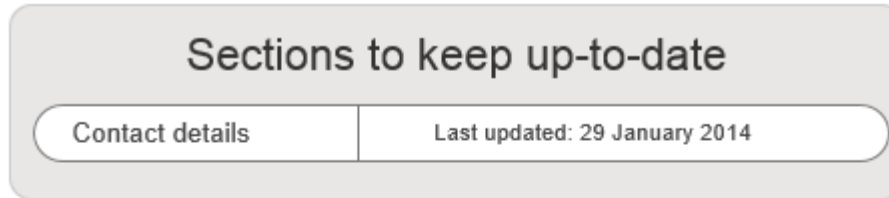
Complete section

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

Complete personal statement

Final notes on the Profile section

- The Profile section is complete when you have green ticks in every section on the Summary page and your **Contact Details section has been updated – double check you have done this.**



Remember:

- You **do not** need to fill in either the '**Qualifications**' section or the '**Reference**' section.
- It is your responsibility to make sure your tutor is aware of your **final choices** and that your application is ready to be sent.
- Check everything carefully- check your spelling and grammar are correct and the information that you are giving is accurate.
- First impressions count and you want to make a good one!

2. Choosing your courses

Researching the courses you want to do should involve:

- Researching on UCAS Progress website
- Reading prospectuses
- Attending the Open Days/ evenings
- Ask questions, talk to the students who already attend the institutions, check out the enrichment opportunities, and make sure you look around at the different places you can study – don't limit yourself to only one institution.

To select courses:

- Use 'search' in UCAS Progress and find the course you want (as previously explained)
- 'favourite' the courses in the system.
- The courses which are in your **favourites** when you submit your application should be the ones that you want to apply for.

3. Making your final application

When you are ready to make an application to an institution follow the following steps.

You will need to make a separate application to each institution you want to go to

You can apply to each institution once but you can apply for as many courses in that institution as you like:

- click on the '**Applications**' section on the toolbar
- click on '**Start a new application**'.

Applications



- You will need to follow the instructions for each of the institutions you are applying to.
- Click on the **provider** you want to apply to.

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.

Comberton Village College

Hills Road Sixth Form College

- Select the courses you want to apply for.

Choose courses

Please choose the courses you want to do at Comberton Village College

- Chemistry A Level at Comberton Village College
- English Literature A Level at Comberton Village College
- Physical Education A Level at Comberton Village College
- Physics A Level at Comberton Village College

[Save application](#)

- Click on **'Save application'** -you will be taken to a screen that gives you the opportunity to put your **courses in order of preference**.
- Use the arrows to change the order then confirm your choice.

Choice 1

Chosen course

Chemistry A Level at Comberton Village College

[View details](#)

[Move down](#)

Choice 2

Chosen course

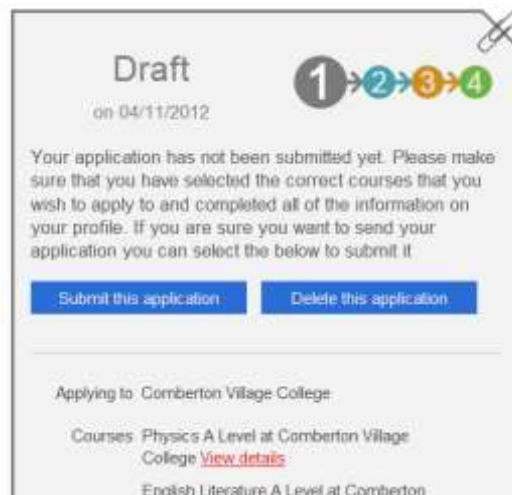
English Literature A Level at Comberton Village College

[View details](#)

[Move up](#)

[Move down](#)

- When you click on 'Confirm course preference order' you will be taken to a screen that says Draft



- At this point the institution you are applying to may ask you some extra questions. Make sure you answer the questions honestly and that they match anything you might have written elsewhere in your application.
- When you press '**Submit this application**' you will then be asked about sharing your information.

Sharing your information

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

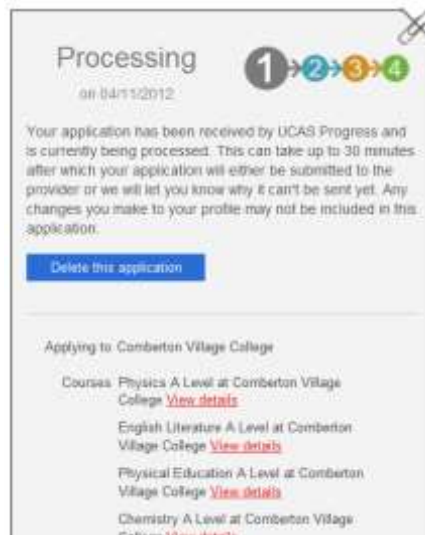
- When you submit your application we will be sharing your information with the school, college or work-based learning provider that you are applying to.
- If you update your contact details we will also share the new contact details with the school, college or work-based learning provider that you have 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 and its partners) that are outside of your local authority area.
- 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

You need to carefully read the information about how your information will be shared. You need to tick the box next to "**I give my permission...**" and then click '**Submit**'.

The next screen will tell you that the application is being processed.



Repeat the steps above until you have made all of your applications by clicking on 'Start a new application' from the 'Applications' section.

If you click on 'Applications' you will see that your application has not been sent. This is because your tutor needs to add the reference and approve your application. You need to tell your tutor once you have completed all of your applications so that they can check your profile and add the reference.

However, if your application says 'Draft' this means that you have not done something so double check everything, including saving your contact details and submit again.



Remember to check the website regularly for updates to your application.

Your UCAS Progress Profile: Important information

- **Do not edit your username.** This is linked to a range of different pieces of information and changing it could cause problems with your application.
- You can change your password to something memorable the first time you log in by visiting the 'Account' section. It needs to have at least 6 letters, at least one letter and one number or symbol in it.
- You will be asked for **an email address**. Please think carefully about which email address you use as the Post 16 Institutions will see it and could make a judgement about you from it e.g. partygirl234@... may not give the impression of somebody serious about their education. If in doubt, use your **school email**. You will also need to be able to access the account for password retrieval.
- **Forgot your password?** To retrieve your password you need to click on the 'Forgotten your password' button on the log in page and follow the instructions. This will send an email to the linked email account which you can use to reset your password.
- In sections where you are given the option of a **spell-check** please use it. First impressions count so make sure your application is perfect.
- **Non Cambridgeshire Institutions.** You can only apply for Cambridgeshire institutions through the website. However, if you are applying to non-Cambridgeshire institutions you will still be expected to fill in all the personal information needed, including a personal statement and then give a paper application to Miss Boyns.

All applications to any college must be checked by Miss Boyns.

UCAS Progress Fair Processing Notice

The school may share information about learners with a third party organisation called **UCAS Progress** for the provision of software products delivered over the internet that can help the pupil to research, identify and plan their education and career and/or submit online applications for courses. The information required by UCAS Progress includes the pupil's first name, surname and date of birth to enable UCAS Progress to set up secure usernames and passwords, and may extend to contact details and other personal data. UCAS Progress also requests the ethnicity and gender of learners. This data is not essential but valuable in helping educational organisations to monitor and improve the quality of service they provide by enabling them to run aggregated reports of data.

UCAS Progress and data protection

UCAS Progress operates a comprehensive approach to fulfilling the requirements of the Data Protection Act 1998 and the treatment of personal information in respect of learners using any of our online systems. UCAS Progress is a division of UCAS Media which is a registered 'Data Controller'. UCAS Progress only processes data in accordance with the eight principles of the Data Protection Act 1998 and will answer any appropriate data access requests received from individuals. We work with our partners and service delivery organisations to ensure that any necessary data sharing and processing is undertaken appropriately and securely. We also request that all administrative users of our systems are fully aware of and comply with the appropriate data sharing and processing practices in respect of the learner data accessible to them, through the administration websites of UCAS Progress systems.

Gaining consent

All UCAS Progress web-based systems use secure logins before learners can activate, create or edit any personal data. The login process requires learners to consent to the use of their information as specified in the privacy policies on our websites.

UCAS Progress, Rosehill, New Barn Lane, Cheltenham GL52 3LZ.

Frequently asked questions

Q. Will students always be invited to an interview at all post-16 centres they apply to?

A. This will depend on the centre. Centres may not interview students whose estimated grades do not meet the entry requirements. In addition, some centres may decide not to interview all applicants in the light of the numbers who apply to them. See pages 9 to 14 for the interview policy for each college.

Q. When will students receive offers and how should they respond to these offers?

A. As indicated, post-16 centres will make offers at different times, with some sending out offers shortly after each batch of interviews, while others will wait until all interviews have been completed. Each post-16 centre will send guidelines about how students should make an initial response to offers. In-area students will receive their offers by Easter.

Q. How long can students hold the offers they have received?

A. As indicated, students may hold all their offers until GCSE results are published in August and are advised to do so.

Q. Can students choose to decline an offer before August after they have received offers from all centres applied for?

A. Students may choose to write to post-16 centres and decline offers in the May-July period before the August publication of GCSE results if they have definitely decided that they no longer wish to hold a particular offer. However, it will be important for school guidance staff to ensure, where possible, that students continue to hold offers that will cover all likely outcomes on publication of GCSE results.

Q. What should students do on receiving their GCSE results on or after 23rd August?

A. Students should follow the guidelines which will be provided by the post-16 centres who have made offers to them. Post-16 centres will indicate the dates on which they would like students to contact them or attend enrolment sessions. It is advised that students are available on Results Day so that they can respond to the colleges in the appropriate way. Students will also be expected to attend enrolment days at the end of August so should make sure they are not on holiday during this key time.

Useful Websites

Online Applications	www.ucasprogress.com
Youthoria	www.youthoria.org
National Careers Service	https://nationalcareersservice.direct.gov.uk
Apprenticeships	www.apprenticeships.org.uk
Apprenticeships	https://www.getingofar.gov.uk/
Hills Road	www.hrsfc.ac.uk
Long Road	www.longroad.ac.uk
CRC	www.camre.ac.uk
Parkside	www.parksidesixth.org.uk
Comberton	www.combertonsixthform.org
Netherhall	www.netherhallsixthform.com
Impington	www.impington.cambs.sch.uk
College of West Anglia	www.cwa.ac.uk
Cottenham	www.cvcweb.net
Cambridge Academy for Science and Technology	www.cam-ast.org.uk
Bedford	www.bedford.ac.uk
Shuttleworth	www.shuttleworth.ac.uk
North Herts	www.nhc.ac.uk



Transport times / costs

(As of 28th September 2017)

Cambridge Regional College

The cost of the College Bus Pass is £495.00 for the 2017/2018 academic year. This can be paid either in full or up to 10 instalments (a deposit and completed direct debit form is required)

For those on Apprenticeship schemes only attending one day per week, the cost is £165 payable in full in advance

Route 11 Eaton Socon (Dews)

0725 Eaton Socon, Green

0726 Eaton Ford, George & Dragon PH

0730 Eaton Ford, Green

0733 St Neots, Market Square

0735 Eynesbury, Green

0737 Eynesbury, College Bus Loop

0745 Abbotsley, High Street

0750 Caxton Gibbet (opp McDonalds)

0800 Cambourne Road, Business Park

0805 Highfields, Childerley Gate

0825 CRC Science Park Campus

1615 CRC Science Park Campus

1635 Highfields, Childerley Gate

1640 Cambourne Road, Business Park

1646 Caxton Gibbet

1652 Abbotsley, High Street

1655 Eynesbury, College Bus Loop

1700 Eynesbury, Green

1702 St Neots, Market Square

1704 Eaton Ford, Green

1708 Eaton Ford, George and

Dragon PH

Comberton Village College

Bus service provided from Cambourne

£210 per term (equates to £3.35 return a day) *Costs for 2017/2018 subject to change

Applications to County Council for financial support

07:47 Leaves Lower Cambourne

08:20 Arrives at CVC

15:00 Leaves CVC

15:30 Arrives in Lower Cambourne

Parkside Sixth Form

Travel is included in the Mega Rider Plus Zone with costs as follows:

Day Rider Plus - £6.70

Weekly Mega Rider Plus - £25.00

Monthly Mega Rider Plus Extra - £96.00

Term Rider Ticket covers a school term – current price £288

These tickets cover the Cambridgeshire area – unfortunately no student discount is available

Citi 4 bus (to Drummer street - Parkside is walking distance from here)

<u>Cambourne, nr De La Warr Way</u>	06:02		08:02	08:27	
<u>Great Cambourne, opp Priory Walk</u>	06:04		08:04	08:29	
<u>Upper Cambourne, opp Lysander Close</u>	06:11	then	08:11	08:36	then
<u>Cambourne, opp Sackville Way</u>	06:18	every	08:18	08:43	every
<u>Lower Cambourne, nr Woodfield Lane</u>	06:23	20	08:23	08:48	20
<u>Childerley, opp Highfields Road</u>	06:35	minutes	08:35	09:00	minutes
<u>Coton, opp Cambridge Road</u>	06:40	until	08:40	09:05	until
<u>Cambridge Drummer Street (Stop D3)</u>	07:05		09:05	09:20	

Netherhall Sixth Form

Travel is included in the Mega Rider Plus Zone with costs as follows:

Day Rider Plus - £6.70

Weekly Mega Rider Plus - £25.00

Monthly Mega Rider Plus Extra - £96.00

Term Rider Ticket covers a school term – current price £288

These tickets cover the Cambridgeshire area – unfortunately no student discount is available

Citi 4 bus into town (as before)

Citi 1 Bus from town to Netherhall leaves every 10 minutes and takes approx. 40mins

Hills Road Sixth Form

Travel is included in the Mega Rider Plus Zone with costs as follows:

Day Rider Plus - £6.70

Weekly Mega Rider Plus - £25.00

Monthly Mega Rider Plus Extra - £96.00

Term Rider Ticket covers a school term – current price £288

These tickets cover the Cambridgeshire area – unfortunately no student discount is available

Citi 4 bus into town (as before)

Citi 1/3/7 Bus from town to Hill Road leaves every 10 minutes and takes approx. 30mins

Long Road Sixth Form

Travel is included in the Mega Rider Plus Zone with costs as follows:

Day Rider Plus - £6.70

Weekly Mega Rider Plus - £25.00

Monthly Mega Rider Plus Extra - £96.00

Term Rider Ticket covers a school term – current price £288

These tickets cover the Cambridgeshire area – unfortunately no student discount is available

Citi 4 bus into town (as before)

Citi 1 Bus from town to Long Road leaves every 10 minutes and takes approx. 30mins

Impington Village College

Travel is included in the Mega Rider Plus Zone with costs as follows:

Day Rider Plus - £6.70

Weekly Mega Rider Plus - £25.00

Monthly Mega Rider Plus Extra - £96.00

Term Rider Ticket covers a school term – current price £288

These tickets cover the Cambridgeshire area – unfortunately no student discount is available

Citi 4 bus (as before)

Route 8 from Drummer Street for Impington Village College

College of West Anglia – Milton

Travel is included in the Mega Rider Plus Zone with costs as follows:

Day Rider Plus - £6.70

Weekly Mega Rider Plus - £25.00

Monthly Mega Rider Plus Extra - £96.00

Term Rider Ticket covers a school term – current price £288

These tickets cover the Cambridgeshire area – unfortunately no student discount is available

Citi 4 bus (as before)

Route 9 from Drummer Street for Milton - COWA

Cottenham Village College

Travel is included in the Mega Rider Plus Zone with costs as follows:

Day Rider Plus - £6.70

Weekly Mega Rider Plus - £25.00

Monthly Mega Rider Plus Extra - £96.00

Term Rider Ticket covers a school term – current price £288

These tickets cover the Cambridgeshire area – unfortunately no student discount is available

Citi 4 as before

Route 8 from Drummer Street for Cottenham Village College

Checklist for applications

Have you?	Deadline	Tick when done
Visited the Open Evenings	Throughout October/November	
Read the prospectuses	Throughout October	
Checked your personal information	Throughout October	
Written your personal statement	19 th October	
Researched a range of courses and institutions	Throughout November	
Chosen the courses you want to apply to	19 th November	
Checked that your estimated grades match the admissions criteria	19 th November	
Discussed your choices with your parents	19 th November	
Discussed your choices with your tutor	19 th November	
Decided on your final choice	19 th November	

What's the secret to success?

“It's all hard work and grafting. It's been a long journey grafting and grafting, but anything is possible.”

Mo Farah