



# Step by step guide

**New to UCAS Progress?** This guide explains it all and will help you get the most from Search and Apply.

**Finding it hard to get started or don't know how to choose the right thing?** Don't worry, here's some advice and ideas to get you going.

## Step 1 – Find out about what you can do after GCSEs

- **Look into all the options** – you may have a good idea about what you want to do next, but it's important that you take time to check out all the options. Read more about
- **Where to go** – maybe a school sixth form, or a larger sixth form or further education college. Or would you be better off learning in the workplace? Are there facilities or activities you'd be interested in that a school or college offer?
- **UCAS Progress Search** has information about each school, college and training provider in your area and the courses they offer.

What you can do after GCSEs

Tips on choosing where to go

Have a look on Search

Careers and job ideas

## Step 2 – Make your choices

- **What do you want to do in the future?** Find out about any career, job or higher education ideas and check out whether you need specific qualifications. We've put together some information to help you and quizzes to get you going.

### Tips

- Are there subjects you enjoy at school that you'd like to continue?
- How do you learn best – in the classroom or by real, practical experience?
- Do you need any particular qualifications to get the job you want?
- Do you have hobbies or interests you could study?
- Do you need certain grades to get onto the courses you're interested in?

- **There may be courses you hadn't thought of** and subjects you haven't studied before on offer at schools and colleges near you. Find out about them on [UCAS Progress Course Search](#).

### What else can help you decide?

- **Go to open days or open evenings** – they're a great opportunity to visit schools and colleges, find out about the courses on offer and speak to staff and students.
- **Attend careers and skills fairs** – these are ideal for meeting people from colleges, training providers, Apprenticeship providers, employers and careers advisers.
- **Get advice** – from careers staff at school or the [National Careers Service](#)
- **Discuss your ideas** – talk to parents / carers, family and friends to get other viewpoints on your choices.
- **Take a look in your school careers library** – to find out more about career and course ideas.

### Step 3 – Search for courses

- **You can search through all the courses in your area**, find out about the schools, colleges and training providers who offer the courses.

Search for courses

#### Search tips

- You can search by course name, qualification such as A levels, subject(s) or an area of learning, such as hairdressing, plumbing, maths or English.
- You can find details of the different schools, colleges and training providers by typing their name into the search box.
- Find everything close to where you live, by typing in your postcode or the town where you'd like to study.

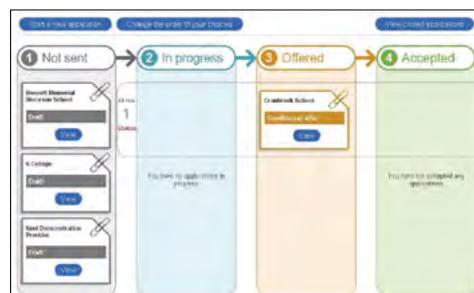
- **Log in or register to save courses to your favourites.** Your school may have set you up with a login or you can register yourself – it's really simple.
- **While searching you can save courses you like the look of** on your unique favourites page, so you don't have to search around the site for them again.

Log in or register

### Step 4 – Apply for courses

If you're in Year 11 you can make your applications online.

1. **First you complete your profile** – adding your personal info, work history, qualifications and personal statement.
2. **Then you add the courses** you're interested in to your favourites.
3. **You might be asked some additional** questions after you've completed your profile.
4. **When you're ready, click 'Submit'** and your application is on its way!



Guide to personal statement

“It’s what’s best for you – take time to think about it – the choices you make now can affect the options open to you in the future.”

“Make sure you go to open days and careers events in your area – ask your teachers or advisers.”

### You need a login to use UCAS Progress Apply

If your school has registered to use UCAS Progress services, you'll be given a login. If your school is not set up to use the service you can [register yourself](#) – it's quick and easy.

“You can see what’s happening at every step – tracking the progress of each application and making your choices when your offers come in.”

#### Top tips

- Do your research.
- Check the entry requirements of the courses you're applying for.
- Check the courses you are applying for fit with career or job aspirations.
- Check your spelling and grammar on your application.
- Check you've put the correct contact information on your application.
- When writing your personal statement, think about what you want to say about yourself and what the college, sixth form or training provider needs to know about you – see our [guide to personal statements](#).

### What happens next

- After you've submitted your application, the school, college or training provider will start to process it.
- They might reply to you through UCAS Progress, so check your application dashboard regularly.
- They might invite you to an interview, taster day or meeting – see our [interview tips](#).
- Make sure you keep your email address up-to-date so you can get alerts when you have updates or messages about your application.