This booklet has been produced by C&K Careers to provide information and advice to parents and carers about higher education.

Young people have a lot to think about - what to study, where, how much it costs and what to do afterwards and parents and carers can help them with the decisions they have to make.

- Higher education (HE) is study, usually lasting three or four years, that follows secondary or further education. Young people (usually 18 years or older) need to have qualifications such as A levels, BTEC Level 3 or NVQ/VQ level 3 to move on to HE.

- HE includes academic courses and also career-based or vocational courses, which usually have a large practical element.

- HE is popular. In 2017, the proportion of the English 18 year old population who entered HE through UCAS increased by 0.8 percentage points to 33.3%.

If you’ve been thinking ‘this isn’t for us’, you may be pleasantly surprised if you read on.

Help and advice about applying to HE is provided in schools and colleges by tutors, teachers and careers advisers. There are also many useful websites which you will find on pages 25-27.

For information about other options after level 3 study, such as apprenticeships, voluntary work and employment look at pages 30-31.
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The information contained in this booklet was correct at the time of writing, but please be aware that the information may change. C&K Careers is not responsible for the content of external websites.

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Why go?

There is evidence to prove that most graduates benefit from higher education, but it is not for everyone.

Wider career options

A degree is essential, or recruitment is mainly at graduate level, for a growing number of jobs, including law, accountancy, healthcare professions, nursing, IT, teaching, architecture, media, engineering and social work.

Greater earnings and higher employment rates

• According to the Department for Education, in 2016, graduates and postgraduates had higher employment rates, with a greater proportion in high-skilled employment, lower unemployment rates and lower inactivity rates than non-graduates.

  Employment Rates:
  Working Age Population (16-64 year olds)
  Graduates 87.3%
  Postgraduates 88%
  Non-graduates 70.4%

  Unemployment Rates:
  Working Age Population (16-64 year olds)
  Graduates 2.9%
  Postgraduates 2.1%
  Non-graduates 5.9%

• The same survey showed that, in 2016, across the working age population, graduates earned £9,500 more than non-graduates and postgraduates earned £6,000 more than graduates.

  Source: Graduate Labour Market Statistics: 2016

Student life

Young people can enjoy both the academic and social opportunities that higher education provides.

But...

• **Higher education** is not for everyone. Young people have to consider how higher education will affect their career choices and circumstances.
• There is a cost - student loans have to be repaid.
• **Higher and degree apprenticeships** offer an alternative route to HE qualifications. See page 30 for more information.
• A ‘graduate job’ is not guaranteed. According to figures from the Office for National Statistics, the percentage of recent graduates who were working in a non-graduate job has risen from 41% in July to September 2002 to 49% in July to September 2017.

  Source: Graduates in the UK Labour Market: 2017

• **University study is not an end in itself;** students need to obtain the experience and skills employers want. An appropriate work placement or sandwich year in industry, or making the most of extra curricular activities and relevant work experience whilst at university, will help to make them more employable.
Who can go?

• Universities and colleges set their own course entry requirements.

• Apart from qualifications, ability and a passion to learn, institutions are looking for focused, well-rounded individuals who can show they will benefit from the course. Universities and colleges rely on the student’s **Personal Statement** and the academic reference (written by the school or college) for evidence of this.

• Popular courses or courses with limited places usually ask for higher grades.

• Some courses in medicine, dentistry and law have pre-entry tests. Contact details for further information are on page 25.

• Some universities have pre-entry tests too. Check individual university websites for details.

• Some courses (including teaching, social work and healthcare) expect students to have had relevant work experience. Art students should prepare a portfolio of work and acting courses may include an audition in the recruitment process.

• Details for specific courses and institutions are:

  - on the UCAS website **www.ucas.com** click on ‘Undergraduate’ in the ‘Search for courses’ drop down menu to search for courses and to find detailed information about the course, entry qualifications and career opportunities

  - in prospectuses. You can order them on university and college websites.
Choosing courses

What to study?

Over 50,000 different courses can be studied in the UK. Students can choose from a range of degree and diploma qualifications including BA, BSc, DipHE, FdA, FdSc and HND. HNDs, DipHE and foundation degrees are usually vocational courses that last for two years. Entry requirements are usually lower than those for a degree but include A level or equivalent study. These can usually be topped up to degree level. Check this before applying. Many courses offer an integrated work placement for up to one year. These are sometimes called ‘sandwich courses’. This type of work experience is very helpful when applying for jobs. You can see details of these and other qualifications on page 28.

Where to go?

Location is important because many students drop out of university because they do not like the place. More than 395 institutions across the UK offer courses of higher education. Points to consider:

- Home or away
- City or campus
- University or college
- Traditional or modern
- Large or small
- Scholarships, fees and finance

Quality

www.unistats.com is the official website for comparing courses and institutions. Unistats includes the National Student Survey, which asks students to grade the quality of teaching and support they have received and also standardised information about individual courses to help prospective students. It also includes course information, employment and salary data and accommodation costs.

Several guides or league tables comparing institutions are available on the internet:

- The Guardian: www.theguardian.com/education/universityguide
- The Telegraph: http://coursefinder.telegraph.co.uk
- Which? University: https://university.which.co.uk

Criteria vary between the guides so please check carefully.
Choosing courses

There is a lot to think about - encourage them to start their research in Year 12.

• Young people should be encouraged to think about the subjects they are good at and to select courses that play to their strengths and interests. Surveys show that the most successful students are those who love their courses.

• Research - the UCAS website is a good place to start. Entry qualifications are listed and prospectuses can be ordered.

• Career choices - for some professions, entrants need to take an accredited course. For information about different careers, with links to relevant professional bodies, look at the website of the National Careers Service, https://nationalcareersservice.direct.gov.uk. Details of course accreditation is also available on www.unistats.com.

• The labour market - are there jobs related to the course a young person is thinking of doing? Look at research such as that produced by www.highfliers.co.uk or look at ‘What do graduates do’ (download from www.hecsu.ac.uk).

• Visits and open days - these are vital. They offer a chance to see the university or college for yourselves and ask questions about:
  - the course content
  - accommodation
  - assessment methods
  - student facilities
  - tutor support
  - fees and financial help.

• Results and destinations - check out the destinations of students completing the course over the last two to three years. How many got relevant jobs or started postgraduate training or courses? Go to www.unistats.com to compare official data on graduate destinations. You can also look into graduate careers and job vacancies on these websites:
  - www.prospects.ac.uk
  - https://targetjobs.co.uk
  - www.yorkshiregraduates.co.uk
  - www.thecompleteuniversityguide.co.uk
The UCAS Tariff

Students need to be realistic and should choose courses that match their level 3 qualifications. UCAS has developed a tariff that compares qualifications and is used by some universities and colleges when making offers. When students receive a conditional offer from a university or college it may be expressed as grade requirements - for example ABB or as points -128. Sometimes, a combination may be used, for example, 128 points including subject X at grade A. This table shows the points allocated to some popular qualifications. For a full list and entry requirements for each university and college course visit www.ucas.com.

<table>
<thead>
<tr>
<th>Extended Project Qualification (EPQ)</th>
<th>GCE</th>
<th>POINTS</th>
<th>BTEC Level 3</th>
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<td></td>
<td>AS level</td>
<td>A level</td>
<td>Certificate</td>
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Young people need to make an informed and realistic choice and this will take time and effort. Parents and carers can help - here are some ideas below.

- Ask about career plans.
- Check they have done their research.
- Be positive, open and supportive. It’s a tense time - not only are university applications to be made but exams loom.
- Help them to be realistic. Talk about their preferences with regard to their likely results.
- Encourage them to discuss their plans with their subject tutors or careers adviser.
- Attend university or college open days or departmental visits with them. It is vital for students to see where they will live and study for the next few years. Many institutions arrange sessions specially for parents and carers, which usually cover student finance, accommodation and student support and counselling. Information about open days can be found at www.ucas.com or on individual university and college websites. Look at www.ucas.com/ucas/exploring-university/open-days-tips for information about making the most of open days.
- Attend a UCAS higher education exhibition. These are usually held in spring or early summer at venues across the UK. Anyone can attend these free events, for more information look at www.ucas.com. Some schools and colleges also hold higher education information events for students and their parents or carers.
- Encourage them to make an early application and not leave it until the final deadline, although all applications received by the relevant deadlines will be given equal consideration. Frequently, offers are made within days of the application being received. Students should aim to send it off during the first half of the autumn term of Year 13.
Most applications to higher education are made through UCAS. Students applying for art, music, dance or drama have additional arrangements to consider. Check the UCAS website for changes to the application process for 2019.

- The UCAS website, www.ucas.com, has details of all the institutions in the system and detailed advice about completing the online application.

- It currently costs £24 to apply through UCAS for more than one course (£13 for a single course).

- Students can apply for up to five choices but there are exceptions:
  - students can only apply to either Oxford University or Cambridge University, not both
  - only four of their choices can be for courses in medicine, dentistry or veterinary medicine.

- As many institutions no longer interview, the application is the only guide admissions tutors have about potential students. A late application, which has been done in a hurry, will not impress.

- University and college admissions tutors will look carefully at the Personal Statement section of the application. This needs to be original and include reasons for choosing the course, career aims, relevant qualities and experience.

- Once the application has been sent, Track gives applicants online access to view university and college decisions, make changes to personal details and contact UCAS. Young people can start using Track once they have received a ‘Welcome email’ from UCAS. Invitations to attend interviews will also be listed on Track. They need to reply to these as directed.

- Students have to choose two offers once all their institutions have considered their application. They should be realistic and select offers they are likely to meet. Their ‘insurance’ or second choice should be one requiring lower grades.

- UCAS deadlines are on the calendar on page 14. Equal consideration is given to all applications received by the deadlines given. It is important that applications and replies are sent back as requested.

- On results day, important decisions have to be made. Don’t plan holidays at this time. Clearing, a vacancy service to help unplaced students begins, see page 11.
Applications

Applications for music, art, drama and dance

Performance-based music, dance, drama and musical theatre courses

- UCAS Conservatoires is a separate online application system for talented musicians, actors and dancers wanting to study at a conservatoire.
- The application process is very similar to UCAS but deadlines for some courses are much earlier, so auditions can be held.
- Students can also apply through UCAS, in the normal way, for other HE courses.
- Further details are at www.ucas.com/conservatoires.

Art and design

- Many art colleges prefer students to complete a one year Foundation Diploma in Art and Design before starting a degree. These are available at further education colleges and provide a ‘diagnostic’ year that helps students to choose and progress on to suitable degree courses. Students use this time to try out new techniques. Applications are made directly to the colleges for these courses.
- Applicants for art and design degree courses apply through UCAS.

- Unlike other UCAS courses, art and design courses have a closing date of either 15 January or 24 March. These are clearly identified on the UCAS website.
- They can apply for up to five courses.
- They need to be ready for interviews and portfolio inspection once their application has gone in. More advice about interviews and portfolios is on individual university and college websites.
- Ask for advice about applications from tutors or careers advisers in school or college.

Dance and drama

- You can study performance-based music, dance, drama and musical theatre courses at conservatoires - see above.
- Courses in dance and drama are also offered by many mainstream universities and colleges.
- Practical courses in acting, dance, musical theatre and stage management are also offered by some private schools of dance and drama. Government funding is currently available for a limited number of the most able students for these specific courses. The awards are income-assessed and for specific courses at specific schools. Applications are made directly to the school of dance and drama.
- For further details about funding for dance and drama, visit www.gov.uk/dance-drama-awards.
What if a young person decides they want to study a different course after the application form has gone in?

UCAS have strict rules about changes, which you will find on the website. If they have applied for fewer than five courses, they can add further ones (through Track) but they cannot normally change a choice or university or college unless it is within 14 days from the date of their ‘welcome email’ or there are exceptional reasons. To change to a different course at the same university, contact the institution directly. If a young person declines all offers, they will become eligible for UCAS Extra or Clearing. They will then be able to apply to courses that have vacancies. Once exam results are known and an offer has been confirmed, the institution would have to agree to release a student before applications to other courses could be made through Clearing, unless he or she has achieved much higher grades than expected.

What if there are no offers?

Students who hold no offers, for whatever reason, can apply online for further courses one at a time, using Extra. If Extra is available to a young person it will show up as a button when they sign in to track their application. Extra starts in February and finishes at the beginning of July. Universities and colleges list courses with ‘Extra availability’ on the UCAS website. Eligible students are able to refer themselves through Track to courses with vacancies. Before applying it is advisable for students to discuss their options with their tutor or careers adviser.

What if a young person does much better than expected?

If their grades have met and exceeded the conditions of their course offers, they can, for a few days only, apply for alternative courses while holding their original choice. They should ask for advice and think carefully before deciding to ‘trade up’. This is called Adjustment. They will have to find and secure an alternative course themselves.

What if they don’t get the right grades?

• Don’t panic! They may still be offered a place if they slip a grade.
• They should ring and check directly with the department or refer to Track, on the UCAS website. Speaking to course admission tutors directly may help.
• If unplaced, they can apply through Clearing for courses that have vacancies.
Frequently Asked Questions

What if they are unplaced?

- **Clearing** is a service to help unplaced students find a suitable course.
- In 2017, 66,865 students found a suitable place through Clearing.
- If they are eligible for Clearing, UCAS Track will say ‘You are in Clearing’ or ‘Clearing has started’.
- Vacancies are listed on UCAS.
- When a young person finds a suitable course through Clearing they should ring the admissions tutor. Before ringing, they need their Clearing number and Personal ID number and to be prepared to put forward good reasons for applying.
- Some institutions hold open days for Clearing applicants. Visit if you can. A young person needs to be sure that they want that course and institution before accepting it.

It is important that young people are available to receive their A level results in person on 15 August 2019. This is so they can take action if they need to consider Clearing or Adjustment.

What if no one else in my family has been to university?

Nearly every institution of higher education is working with schools and colleges to encourage more students to consider higher education. Ask if your school or college is involved.

How will taking a gap year affect an application to higher education?

Most courses and future employers have a positive approach to these, especially if they include relevant experience, such as voluntary care work, relevant paid employment or language study abroad. However, some courses may prefer students straight from school or college - check with each institution if in doubt.

A deferred entry application can be made from Year 13 in the same way as other applications. Places are held over the gap year. It is advisable to include details of their plans for the gap year and how they will benefit in the personal statement on the UCAS application. More information about taking a gap year is on page 13.

Alternatives to Clearing

- Other options include employment, an apprenticeship, a gap year or repeat year, see page 30.
- Speak to a careers adviser or tutor about all the options once results are known.
What if they don’t go at 18?

There is no upper age limit on most courses. Lots of students enter higher education later.

What if a young person has no idea about a future career. Is it worth going to university if they don’t have a job in mind?

Statistics show that students from vocational or career-based courses find employment sooner than those from traditional arts or non-vocational courses. However, many vacancies for graduates do not specify a subject; employers use the degree as a measure of ability and aptitude. Relevant employment in the holidays will help students who decide on the job they would like to do during their course. All universities and colleges offer careers and job hunting help to their students. From the beginning of their course students should target opportunities at university and college which will help them develop the skills employers are looking for.

For more information about graduate opportunities including case studies go to:

www.prospects.ac.uk
https://targetjobs.co.uk

Can they do a part-time degree course?

Degrees can be studied on a part-time basis with most universities and colleges, including the Open University (OU).

Applications for part-time and OU degree courses are made directly to the institution. Tuition fee loans and loans for living costs are available for most part-time students if they are studying for at least 25% of their time, see page 17. More information about part-time courses is available from individual universities and colleges. Another way of studying for higher education qualifications on a part-time basis is through a higher or degree apprenticeship which involves studying and working at the same time. For more information see page 30.

What about applicants with a disability?

The application should not be affected by their disability. All universities and colleges provide a lot of practical help to students with physical or learning disabilities such as dyslexia. It is advisable to check out the facilities and discuss requirements before applying. For further help and advice go to www.disabilityrightsuk.org which provides information and advice.

Phone: 0330 995 0414
Email: students@disabilityrightsuk.org
Open: Tuesdays and Thursdays 11am-1pm
Additional funding to help students with disabilities may also be available, see page 19.
There are pros and cons to taking a gap year. A well thought out and planned gap year is looked on more favourably than a year adrift!

Gap years may involve:
- paid employment here or abroad
- voluntary work
- work experience
- travel
- part-time study

Increasing numbers have a split year - several months of paid work and then travel.

<table>
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<th>For</th>
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<tbody>
<tr>
<td>travel - a chance to travel and</td>
<td>finance - how will they fund it?</td>
</tr>
<tr>
<td>experience different cultures before</td>
<td>future plans - some admissions tutors may have reservations about</td>
</tr>
<tr>
<td>getting caught up in careers</td>
<td>students taking a year out so ask, especially if planning to study</td>
</tr>
<tr>
<td></td>
<td>maths, medicine or science</td>
</tr>
<tr>
<td>work experience - if related to</td>
<td>money - they may miss a pay packet if they have had one</td>
</tr>
<tr>
<td>future career ideas it will be helpful</td>
<td>changes - there may be changes to courses or student finance during their</td>
</tr>
<tr>
<td>and impress future employers</td>
<td>year out</td>
</tr>
<tr>
<td>money - working and saving to help</td>
<td>planning - a gap year needs a lot of research and planning to be</td>
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<tr>
<td>meet the cost of HE</td>
<td>beneficial</td>
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<td>skills - chance to learn new skills</td>
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<tr>
<td>or enhance existing skills and qualities</td>
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<tr>
<td>volunteering - opportunity to help</td>
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<td>people, animals or communities</td>
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About 5% of UCAS applicants decide to take a gap year and make a deferred application. www.yearoutgroup.org has links to many year out organisations.
Most schools and colleges provide a programme of study to help their students to select courses and become familiar with the application process. Students should go to open days, send for prospectuses and plan any necessary work experience.

### Year 12 - Summer Term 2018 - Preparation

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>23 May*</td>
<td>UCAS Undergraduate Apply opens for applicants for 2019 entry.</td>
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<tr>
<td></td>
<td>Applying for medicine, veterinary medicine or law? Check if there is a pre-entry test.</td>
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<td></td>
<td>Students are responsible for registering and paying for these, see page 26.</td>
</tr>
<tr>
<td>19 July*</td>
<td>Applications to conservatoires start. See page 9.</td>
</tr>
<tr>
<td><strong>August</strong></td>
<td>Do plans need revising with regard to grades for assessed work and exams?</td>
</tr>
<tr>
<td></td>
<td>Start online UCAS application.</td>
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### Year 13 - Autumn Term 2019 - Decisions to be made and forms completed

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>6 September*</td>
<td>Completed 2019 entry applications can be submitted to UCAS.</td>
</tr>
<tr>
<td>2 October*</td>
<td>Deadline for applications to music courses through UCAS Conservatoires. Dance, drama or musical theatre courses may have different deadlines - check conservatoires’ websites.</td>
</tr>
<tr>
<td>15 October</td>
<td>Closing date for all applications to <strong>Oxford</strong> and <strong>Cambridge</strong> Universities and for most courses in <strong>medicine</strong>, <strong>dentistry</strong> and <strong>veterinary science/medicine</strong>.</td>
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### Spring Term 2019

<table>
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<tr>
<th>Date</th>
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<td>15 January</td>
<td><strong>UCAS application deadline</strong>, except for some art and design courses with a 24 March deadline. Universities and colleges have to give equal consideration to all applications received by 15 January. Applications received after 15 January will be ‘late’. UCAS will process the application but courses may already be full.</td>
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<tr>
<td>February</td>
<td>Applications for Student Finance can be made.</td>
</tr>
<tr>
<td>25 February</td>
<td><strong>UCAS Extra</strong> is triggered if no offers have been received or offers have been declined. Students without offers can apply to more courses one at a time through UCAS Extra. See page 10.</td>
</tr>
<tr>
<td>24 March</td>
<td>Deadline for <strong>some</strong> art and design courses.</td>
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<tr>
<td>March onwards</td>
<td>When all offers have been received, a ‘Repling to offers’ link on UCAS Track becomes visible. A response needs to be made or all offers could be lost.</td>
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<tr>
<td>31 May*</td>
<td>Recommended deadline for student finance applications to be submitted, to guarantee payment at the beginning of term.</td>
</tr>
<tr>
<td>30 June</td>
<td>Last date for ‘late’ applications to UCAS. After this date, all applications go into <strong>Clearing</strong>. Check Clearing arrangements on the UCAS website.</td>
</tr>
<tr>
<td>5 July*</td>
<td><strong>Clearing</strong> opens.</td>
</tr>
<tr>
<td>August</td>
<td>All exam results are out. If accepted, return confirmation as requested. Higher results can ‘trade up’, look for ‘Adjustment’ on page 10. If unplaced, enter <strong>Clearing</strong> - see page 11.</td>
</tr>
</tbody>
</table>

*These are dates for entry 2018, as some dates for entry 2019 were not available at the time of writing. Please use the dates above as a rough guide as they are usually similar every year.*
Some students and their parents or carers are worried about the costs of going to university or college and deciding, because of this, not to go. However, it is important to consider the following points.

- There are no upfront payments and there are scholarships and bursaries to help many students, as well as loans.
- It is important to think about the ‘bigger picture’ - long term aims - and choose courses that provide the best chance of success in the future. The cost of HE should be viewed as an investment in the future putting young people in a better position to earn a higher salary. See pages 18-21 for possible ways to reduce the cost and see page 5 for questions to ask about the quality of courses.
- No matter how much they borrow, repayments are based on what they earn after graduation.
- It is a good idea to take advantage of all the extra-curricular activities that will give them the skills employers look for.

Research is vital - investigate not only charges for tuition fees but also the help available for different choices, such as loans, grants, bursaries or scholarships. The information about student finance below is based on the information available for young people whose home region is England starting in higher education in 2018. Details about funding/policy for 2019-2020 were not available at the time of writing. For the latest information, check out www.gov.uk/student-finance. Information for students from other parts of the UK can be found at www.ucas.com/ucas/undergraduate/finance-and-support/undergraduate-tuition-fees-and-student-loans.

The cost of higher education falls into two parts: tuition fees and living or maintenance costs. Loans are available to help all students meet these costs.

### Tuition fees and tuition fee loans

- Tuition fees are the costs charged by a university and college. Currently, they can charge up to £9,250 a year for full-time courses. The government has announced that universities will be allowed to charge students £11,100 a year in fees for accelerated degrees (completed over two years), compared with the £9,250 paid by regular undergraduates. The fast-track degrees offer the same qualifications as a standard degree and this new fees regime should be in place by September 2019.
- Each university and college can decide what they charge, including whether to charge at different levels for different courses. Information about tuition fees is in prospectuses and on the UCAS website.
• Full-time students can take out a Tuition Fee Loan to cover the cost of their fees. (Make sure they apply for the right amount of loan.) The maximum loan for a course at a publicly funded university and college is currently £9,250 and £6,165 for a private university and college.

• Part-time students studying for at least 25% of their time are also entitled to a maximum Tuition Fee Loan of £6,935 for a publicly funded university or college and £4,625 for a private university or college.

Maintenance costs and loans

• Maintenance Loans are available to all eligible full and part-time students. The amount they can borrow for maintenance/living costs will depend upon your household income, whether they live at home or away from home to study, and if they study in London. The maximum rates for new students in 2018/19 are: £7,324* if they are at home, £8,700* if they live away from home outside London, and £11,354* living away from home in London.

• For the first time - from 2018 - part-time students starting a degree level course or integrated Master’s degree or students studying an undergraduate level healthcare course are able to apply for a Maintenance Loan. The amount a student receives depends on the intensity of study - for example if the time spent studying is the equivalent of 50% of the full time equivalent then they will receive up to a maximum of 50% of the full-time Maintenance Loan. The minimum intensity of study in an academic year for part-time funding is 25%.

Loans

• Young people will start to accrue interest on the loan from the date they start their course. The rate of interest is based on the rate of the Retail Price Index (RPI).

• Estimates show that students doing a three year course charged at £9,250 will leave higher education with around £50,000 of student loans.

Repaying student loans

• The amount they pay back each week is based on their earnings not the size of their loan.

• Loan repayments do not start until they are earning at least £25,000 a year.

• Repayments are at a rate of 9% of income above £25,000. This is taken out of wages.

• The earnings threshold of £25,000 will be adjusted annually in line with average earnings.

* Figures for 2019/20 were not available at the time of writing.
Student finance

- The rate of interest will depend upon how much they are earning.
- Many students will never pay back the full amount of their loans. They need to accept their students loans are something that they will pay towards for a long time; these should not prevent them getting a mortgage or credit.
- Any outstanding debt still owed after 30 years is written off.

Eligibility for student finance

- Students must meet the UK residency conditions. Find details online at www.gov.uk/student-finance.
- The course must be of a certain type and lead to a higher education qualification.
- The university or college must be publicly funded or running courses that are publicly funded.

Applications

- Students usually apply online for financial support to Student Finance England.
- Applications usually start in February/March. To apply, they do not need to have been accepted by the university or college they have applied to. To secure funding for the start of the course they should apply before 31 May.

Additional help for some students

NHS Bursaries

- In the past, students studying medicine, dentistry or other healthcare courses were able to apply for an NHS grant and bursary to help with tuition fees and living costs. However, since 1 August 2017, new nursing, midwifery and allied health students have not received NHS bursaries – instead they access the same student loans as other students.
- For medical and dentistry students - from year five of their course onwards - tuition fees will be paid by the NHS Student Bursary Scheme and students are also eligible to apply for a means-tested NHS Bursary to cover maintenance costs and a reduced maintenance loan from Student Finance England.
- For the latest information go to www.nhsbsa.nhs.uk/nhs-bursary-students or call 0300 330 1345.
Social Work Bursaries

- The Social Work Bursary is administered through the NHS Business Services Authority.
- Currently, the bursary is available for both undergraduate and postgraduate courses but the number available is capped so not all students will receive one.
- The undergraduate bursary is available for students in years 2 and 3 of their course.
- The government is consulting about the future funding of social work courses. For the latest information go to www.nhsbsa.nhs.uk/social-work-students or call 0300 330 1342.

Dance and Drama Awards (DaDA)

- Dance and Drama Awards (DaDA) are currently available for students aged 16-23 applying for specific practical courses in acting, dance or musical theatre at one of 19 dance and drama schools.
- Awards are income-assessed for both fees and maintenance and students apply direct to the dance and drama school they want to go to.
- For more information go to www.gov.uk/dance-drama-awards.
- Other dance and drama schools are completely private and fees can be high.
- Dance and drama degrees at mainstream universities and colleges are covered by normal undergraduate student finance.

Disabled Students’ Allowances (DSAs)

- A student can apply for DSAs to cover some of the extra costs because of a mental health problem, long term illness or any other disability.
- The allowances are paid on top of other student finance.
- Full and part-time students may apply. As a part-time student the ‘course intensity’ can affect how much they get.
- Student Finance England is responsible for assessing if a student is eligible to receive DSAs and how much a student receives. The amount of DSAs awarded does not depend on a student’s family’s income and is not repayable.
- Allowances could be made, for example, for computing equipment, for a non-medical helper’s allowance, or extra travelling costs.
- DSAs don’t cover disability-related costs a student would have if they weren’t attending a course, or costs that any student might have.
- For more information go to www.gov.uk/disabled-students-allowances-dsas.
Student finance

Adult Dependants’ Grant

• Helps with costs if an adult depends on you financially.
• For full-time students only.
• You do not pay this back.
• For more information go to www.gov.uk/adult-dependants-grant.

Childcare Grant

• You can get 85% of childcare costs, up to a maximum amount.
• For full-time students only.
• You do not pay this back.
• For more information go to www.gov.uk/childcare-grant.

Parents’ Learning Allowance (PLA)

• Helps with course-related costs if you have dependent children.
• You do not pay this back and it won’t affect any other benefits.
• For more information go to www.gov.uk/parents-learning-allowance.

Other help and ways to cut costs

• Sponsorship offered by large employers may be available to some students, particularly those on vocational or work-related courses. Young people should inform their teachers or tutors of their interest in sponsorship so details of programmes sent into school or college are passed on. These may also be advertised on company websites, in university prospectuses and on websites, such as www.notgoingtouni.co.uk.

• University scholarships and bursaries. Many institutions also offer help through their own scholarship schemes. These may be based on merit, need or subject area. Details are in prospectuses and on university and college websites. Some of these have very early closing dates.

• Part-time study and employment. Fees for the Open University in 2017-2018* were at a rate of £5,728 for each equivalent full-time academic year.
• **Higher and degree apprenticeships** are jobs with training that include study and qualifications at HE level. Apprentices study HE qualifications without paying tuition fees. For more information see page 30.

• **Study overseas.** An increasing number of institutions are offering courses taught and examined in English, where fees are often lower or free, although the impact of the UK leaving the EU on this is currently unknown. See page 22 for more information.

• **Part-time work.** Most universities and colleges have ‘job shops’ that carry part-time job vacancies for students.

• **Extra help.** Many universities and colleges will have a university student support fund to assist students in financial difficulty. The fund will be called different names at different institutions. Students should ask the student services department at their university or college for more information.

*Figures for 2018-2019 and 2019-20 were not available at the time of going to print. Visit [www.open.ac.uk](http://www.open.ac.uk) for the latest information.*
Increasing numbers of students are choosing to study abroad. The three main ways to do this are:

• by taking a degree, or sandwich degree, which includes spending part of the course abroad
• the Erasmus+ programme offers students taking a wide range of subjects the opportunity to study for part of their degree in the EU
• studying the whole of the degree abroad. Universities across Europe are reporting higher numbers of UK students joining programmes taught and examined in English.

Reasons to go

So they can:
• enjoy the culture of another country
• learn or improve their language skills
• improve their career opportunities
• improve their confidence and independence
• enhance their CV and profile especially when applying to firms doing business abroad or multi-national companies
• study at a top-ranking university
• save money - currently can be cheaper to study abroad.

In addition, students choosing to study their whole course abroad may be able to access popular and over-subscribed courses such as medicine, dentistry, veterinary medicine and physiotherapy.

Points to consider

• The quality of the institution and course – you can check this out for institutions across the world at www.topuniversities.com.
• Recognition of qualifications – they need to check that the course is recognised by relevant professional bodies in the UK.
• Costs – details of tuition fees and living costs are in the ‘International’ section of university websites. In the EU, currently, they will only be asked to pay tuition fees at the same level as home students. In some EU countries, tuition fees are much lower than in England or free but in other countries outside the EU they may find much higher costs. They will have additional costs for travel and health insurance and exchange rate fluctuations to factor in.
• Can they cope with living abroad?
• Do they need a visa? Embassies will advise on this.
• They will need to research entrance and language requirements, application systems and procedures. Start planning 12-15 months before they go.
**Erasmus+**

- The Erasmus+ programme enables students in 32 countries to study for part of their degree at institutions across Europe.
- Students can spend from three months to a full year studying in another country. Some courses require a good working knowledge of the language but others offer language skills tuition or courses taught in English.
- They should investigate now, whether universities they are considering offer Erasmus+ opportunities for the course they want to do. For general information about Erasmus+ look on www.erasmusplus.org.uk/study-abroad. Details are also in prospectuses.

**English speaking countries**

- The US-UK Fulbright Commission offers information about study and awards available to UK students to pursue studies in the USA. Go to www.fulbright.org.uk/going-to-the-usa/undergraduate.
- Study Options is the application support service for students wanting to enrol at Australian and New Zealand universities. Go to www.studyoptions.com.

**Courses taught in English in Europe**

A number of websites offer advice about courses taught in English abroad. These are a useful starting point:

- **Eunicas** offers advice to UK and Irish students interested in studying in Europe. For a small fee they offer an application support service, go to www.eunicas.co.uk.
- **A Star Future** offers information and advice about courses taught in English at universities abroad, go to www.astarfuture.co.uk.

The implications of the UK leaving the European Union and people studying in Europe are not yet known. For example, it may affect the fees UK students have to pay at universities in the EU and the right to the freedom of movement within the EU. The government has said that the UK will continue to take part in the Erasmus+ student exchange programme until at least the end of 2020. Check the latest information before you apply.
You may be surprised by how much there is to organise before the start of their first term.

Students need to be able to juggle their academic and social lives and also, maybe, a part-time job.

Young people may find it useful if they can:

• plan a healthy, cheap diet
• cook a reasonable range of meals
• work out a budget and stick to it
• operate a washing machine
• plan their work
• be realistic
• take responsibility for their personal security and safety - check insurance cover for their possessions.

Young people will need to:

• investigate where they are going to live and how much the different options will cost
• open a student bank account
• have appropriate ID for when they register on the course
• check if they need a TV licence
• work out travel costs and travel card options if they have to travel to get to university.

If they have decided to live at home while they attend university or college, try to come to some agreement about what will give them greater independence.

What if they don’t settle? If they are unhappy with their course, accommodation or any other aspect of student life, they should raise this with their tutor or pastoral support services. Many don’t like to admit that there is a problem but support is available.
Useful websites and helplines

**Researching courses and institutions**

**www.unistats.com**  
Website for comparing UK higher education course data. Includes official data for undergraduate courses on each university’s and college’s satisfaction scores in the National Student Survey, jobs and salaries after study and other key information for prospective students.

**https://university.which.co.uk**  
Comprehensive information and advice about all aspects of applying for, and going to, university. Also includes ‘The Parents’ Guide to University’, free to download.

**www.theguardian.com/education/universityguide**  
The Guardian’s University Guide.

**http://coursefinder.telegraph.co.uk**  
Compares detailed information about universities and the courses they offer.

**www.thecompleteuniversityguide.co.uk**  
Includes an ‘Advice for Parents’ section.

**www.whatuni.com**  
Compares universities and courses and enables students to see what other people with their qualifications have gone on to study.

**Researching career ideas**

**https://nationalcareersservice.direct.gov.uk**  
0800 100 900  
Information about nearly 800 different jobs - click on ‘Job Profiles’. Also a ‘Skills health check’ - a set of quizzes to help you decide what kind of job would suit you. Young people and adults can also speak to an adviser online or on the phone.

**Applications**

**www.ucas.com**  
0371 468 0468 - for undergraduate course application enquiries  
Universities and Colleges Admissions Service - information about all courses and also an online application system. The website has an advice section for parents and carers. You can also download a ‘Parent Guide’.

**www.ucas.com/conservatoires**  
0371 468 0470 - for enquiries about applications to conservatoires.
## Useful websites and helplines

### Student finance

<table>
<thead>
<tr>
<th>Website</th>
<th>Phone Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.gov.uk/student-finance">www.gov.uk/student-finance</a></td>
<td>0300 100 0607</td>
<td>Student Finance England (SFE) Latest information on student finance and applications.</td>
</tr>
<tr>
<td><a href="http://www.studentfinanceni.co.uk">www.studentfinanceni.co.uk</a></td>
<td>0300 100 0077</td>
<td>Student Finance Northern Ireland</td>
</tr>
<tr>
<td><a href="http://www.saas.gov.uk">www.saas.gov.uk</a></td>
<td>0300 555 0505</td>
<td>Student Awards Agency Scotland</td>
</tr>
<tr>
<td><a href="http://www.studentfinancewales.co.uk">www.studentfinancewales.co.uk</a></td>
<td>0300 200 4050</td>
<td>Student Finance Wales</td>
</tr>
<tr>
<td><a href="http://www.slc.co.uk">www.slc.co.uk</a></td>
<td></td>
<td>Student Loans Company</td>
</tr>
</tbody>
</table>

### Students with disabilities

<table>
<thead>
<tr>
<th>Website</th>
<th>Phone Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.disabilityrightsuk.org">www.disabilityrightsuk.org</a></td>
<td>0330 995 0414</td>
<td>Helpline open Tuesday and Thursday, 11am - 1pm.</td>
</tr>
</tbody>
</table>

### Pre-entry tests for courses

<table>
<thead>
<tr>
<th>Website</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/admissions-tests">www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/admissions-tests</a></td>
<td>Information about different admissions tests and links to useful websites.</td>
</tr>
<tr>
<td><a href="http://www.admissiontesting.org/for-test-takers/bmat">www.admissiontesting.org/for-test-takers/bmat</a></td>
<td>Information about the Biomedical Admissions Test (BMAT).</td>
</tr>
<tr>
<td><a href="http://www.lnat.ac.uk">www.lnat.ac.uk</a></td>
<td>Information about the National Admissions Test for Law (LNAT).</td>
</tr>
<tr>
<td><a href="http://www.ukcat.ac.uk">www.ukcat.ac.uk</a></td>
<td>Information about the UK Clinical Aptitude Test (UKCAT).</td>
</tr>
</tbody>
</table>
Useful websites and helplines

Studying abroad (see pages 22 and 23)

www.erasmusplus.org.uk/study-abroad
Information about the Erasmus+ programme.

www.fulbright.org.uk
Studying in the USA.

www.studyoptions.com
Information about studying in Australia and New Zealand.

www.astarfuture.co.uk
A Star Future offers information and advice about courses taught in English at universities abroad.

Voluntary work and gap year (see page 13)

https://do-it.org
Thousands of voluntary opportunities throughout the UK.

https://volunteeringmatters.org.uk

www.princes-trust.org.uk/support-our-work/volunteer

www.yearoutgroup.org
Gap year organisations.

www.bunac.org/uk
Volunteering and working abroad.

https://vinspired.com
Volunteering opportunities for 14-25 year olds.

Graduate opportunities

www.prospects.ac.uk
https://targetjobs.co.uk
www.thecompleteuniversityguide.co.uk

Graduate labour market

www.highfliers.co.uk
Reports from High Fliers Research.

www.hecsu.ac.uk
Higher Education Careers Service Unit produces ‘What Do Graduates Do?’ publication.
Adjustment  a short period after results come out during which students who have exceeded their original conditional offer can apply for other courses.

Apply  the UCAS online application system.

Bursary  extra source of financial help available from universities and colleges. It is paid on top of a student loan and is not repaid.

Campus University  a university on a ‘greenfield’ site where teaching, living and social activities are on one site.

Clearing  UCAS service that operates from July to September allowing applicants without an offer of a place on a course to apply for courses that still have vacancies.

Combined Degree  a degree made up of modules from different subjects.

Conservatoire  a provider of performance-based music, dance, screen and drama courses.

Deferral  students apply in the normal way but put off the start date for one year. They need to check that the courses they are applying to accept a deferred entry.

Degree  a higher education qualification awarded by a higher education institution after the satisfactory completion of a degree course. This is the equivalent of three years of full-time study or four years if the course offers a placement year.

Degrees

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>Bachelor of Arts degree</td>
</tr>
<tr>
<td>BSc</td>
<td>Bachelor of Science degree</td>
</tr>
<tr>
<td>BEd</td>
<td>Bachelor of Education degree</td>
</tr>
<tr>
<td>BVSc</td>
<td>Bachelor of Veterinary Science degree</td>
</tr>
<tr>
<td>BEng</td>
<td>Bachelor of Engineering degree</td>
</tr>
<tr>
<td>LLB</td>
<td>Bachelor of Laws degree</td>
</tr>
<tr>
<td>BMus</td>
<td>Bachelor of Music degree</td>
</tr>
<tr>
<td>MBChB</td>
<td>Bachelor of Medicine degree</td>
</tr>
</tbody>
</table>

Diploma of Higher Education (DipHE)  normally two years in length and for those who satisfy degree course entry requirements. DipHE can often be topped up to a degree through additional study.

Extra  a service offered by UCAS from February to July for applicants without any offers, whereby they can apply for alternative courses, one at a time. See page 10.

Foundation Degree  a two year work-related qualification that may be topped up to a full degree. Ask about this when applying.

Foundation Diploma in Art & Design  a one year intensive preparatory course for students heading for a degree/HND in art and design. Usually studied at a College of Further Education.

Foundation Year  a period of study prior to the normal first year of a degree course, for those who don’t have
qualifications in the right subjects or at the right level. Sometimes called ‘year zero’. Applications are through UCAS, as usual.

**Sandwich Course** a course during which periods of study at university or college are alternated with time in industry.

**Gap Year** a break from study, usually lasting for one academic year. Sometimes called a ‘year out’. See page 13.

**Halls of Residence** purpose built student accommodation.

**Higher National Diploma (HND)** a vocational course that lasts for two years. Entry requirements are usually lower than those for a degree but include A level or equivalent qualifications. It can be topped up to degree level with further study. Ask about this when applying.

**Joint Honours** an undergraduate course that is split between two subjects.

**Oxbridge** combined name for Oxford and Cambridge universities.

**Personal ID** individual ten digit number allocated to each student by UCAS, when they register for Apply.

**Personal Statement** a piece of text applicants write in their UCAS application to show why they are applying and why they would be a good student for a university to accept.

**Portfolio** many art and design courses require students to submit a collection of their work.

**Scholarship** an amount of money given to a student to help them further their education. It can be given based on a number of criteria including academic achievement or financial need. Scholarships do not need to be repaid.

**Sponsorship** whereby students may receive financial support from industry or commerce while doing a course.

**Track** see pages 8, 10 and 11.

**Tuition Fees** fees that are payable when a student begins to study at a university or college.

**UCAS** Universities and Colleges Admissions Service; the organisation that handles applications for most degree and higher education courses.

**UCAS Tariff** see page 6.

**Undergraduate** a student studying for their first degree at a university or college.

**Vocational Courses** subjects relating to a specific profession or area of work, such as engineering, IT, journalism and sport. Check professional bodies for details of accredited courses.
The alternatives to going to university full-time include:
• an apprenticeship
• full-time employment
• voluntary work
• self-employment
• further education.

Below is a brief introduction to each of these and sources of help.

**Higher and degree apprenticeships**
Apprenticeships combine practical training in a job with study. They are available at four levels:

- Intermediate level 2
- Advanced level 3
- Higher levels 4-7
- Degree levels 6 and 7

Higher and degree apprenticeships combine work with study and may include a work-based, academic or professional qualification relevant to the industry. Often, they lead to a permanent job when completed successfully. Higher apprenticeships are equivalent to a foundation degree and above e.g. a professional qualification. Degree apprenticeships are available at levels 6 and 7 (full Bachelor’s and Master’s degree). They are becoming a popular route into high level careers. For example police constable and nursing degree apprenticeships will be introduced in 2018 and the solicitor apprenticeship has been offered since 2016.

Whilst on a higher or degree apprenticeship a person is a full-time employee of a company with the responsibilities that this brings.

Those who have advanced qualifications at level 3 (such as A levels) may still be expected to start at intermediate or advanced level as some sectors require apprentices to build up their occupational skills.

The Complete Guide to Higher and Degree Apprenticeships is produced by Which? University and the National Apprenticeship Service look at [https://university.which.co.uk](https://university.which.co.uk) to download a copy.

Higher and degree apprenticeship vacancies are advertised in several places including:
- [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- [https://careerfinder.ucas.com](https://careerfinder.ucas.com)
- [www.thebigchoice.com](http://www.thebigchoice.com)
- [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
Young people could also register with apprenticeship training providers - they may have details of companies with vacancies.

**Full-time employment**
Some useful websites for young people considering employment after Year 13 are:
- [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- [www.allaboutschoolleavers.co.uk](http://www.allaboutschoolleavers.co.uk)
- [www.studentladder.co.uk](http://www.studentladder.co.uk)
- [www.future-talent.com](http://www.future-talent.com)
Individual company websites, Twitter and Facebook pages
Newspapers and their websites.

Job vacancy websites such as:
- [www.totaljobs.com](http://www.totaljobs.com)
- [www.monster.co.uk](http://www.monster.co.uk)
- [www.indeed.co.uk](http://www.indeed.co.uk)

Jobcentre Plus Universal Jobmatch [www.gov.uk/jobsearch](http://www.gov.uk/jobsearch)

Young people can send a speculative cover letter and CV to companies they want to work for and that they think may have vacancies. If they don’t hear back they need to follow this up with a phone call after a couple of weeks. Often, there are local job or apprenticeship events so they need to watch out for these too.

**Voluntary work**
See page 27 for useful websites.

**Setting up your own business**
Some useful websites for young people considering self-employment after Year 13 are:
- [https://vinspired.com](https://vinspired.com)
- [www.gov.uk/set-up-business](http://www.gov.uk/set-up-business)
- [http://www.shell-livewire.org](http://www.shell-livewire.org)

**Further education**
Some young people, who decide on a change of career or stay on an extra year to complete their studies, will go into further education after Year 13. They need to check out funding for the course when they apply.

Many young people who are thinking about doing a degree related to art and design will go to college after Year 13 to complete a ‘Foundation Diploma in Art and Design’, before applying to higher education.
Additional information for parents and carers in Calderdale & Kirklees
Careers advisers
In most schools and colleges in Calderdale and Kirklees careers advisers from C&K Careers help young people make plans for the future. Many hold drop-in and group sessions each week or young people can request a careers interview. Careers advisers can be contacted at school or college if you would like to speak to them.

Careers information
C&K Careers produces a range of information for young people and for parents and carers which is available on www.ckcareersonline.org.uk. To access some of the careers information you will need a code which young people can get from their school or college.

UniFAQs is a comprehensive guide to higher education from C&K Careers aimed at young people in Year 12. It is distributed through schools and colleges. Young people who have not received their copy should contact C&K Careers on 01484 225500.

JobFAQs is a booklet from C&K Careers aimed at young people looking for a job or apprenticeship after Year 13. It provides information about where to look and how to apply for vacancies. Students receive JobFAQs from their school or college or can contact C&K Careers to request a copy.

Leaflets covering a range of subjects are available in careers libraries in schools or colleges or can be printed out from www.ckcareersonline.org.uk. You will need a code to access these which young people can get from their school or college.
On www.ckcareersonline.org.uk there is a career matching program called ‘Job Explorer Database’. As well as a quiz to help generate career ideas there is also information about 700+ jobs. Young people can click on the ‘Job Explorer Database’ icon on the homepage and enter the code for their school or college.

Local events
There are two UCAS higher education exhibitions in Yorkshire in 2018.
- West and North Yorkshire - 27 and 28 June at Leeds Beckett University
- Sheffield - 21 June at Sheffield Arena.
Look at www.ucas.com/events/exhibitions for more information.

The University of Huddersfield will also be holding a ‘Parents Information Evening’ on 19, 20 and 21 March 2018. This event will explain everything you need to know about higher education, regardless of subject or university. Full details and an invitation will be sent to you by the university.

Contact us
For information and advice you can ring C&K Careers on 01484 225500. Monday to Friday 9.00am - 5.00pm
Advice and information to help at every stage of your career www.ckcareersonline.org.uk.

Join the conversation:
- @ckcareers1
- ckcrecruitline

On request we can supply careers information and extracts of UniFAQs in other formats. Please contact C&K Careers on 01484 225500 - speak to an operator and ask for an Information Specialist.
Drop in or book a visit to your careers centre

We can help or support you to:
• find jobs and apprenticeships
• decide your next step
• research your career ideas
• prepare your job applications and CVs

Dewsbury Careers Centre
(in Dewsbury Library)
Railway Street, Dewsbury, WF12 8EB
T: 01484 225500
Monday to Thursday
10.00am - 5.00pm
Friday 10.00am - 4.00pm

Halifax Careers Centre
16 Alexandra Street, Halifax, HX1 1BS
T: 01484 225500
Monday to Friday
10.00am - 4.00pm

Huddersfield Careers Centre
24 High Street, Huddersfield, HD1 2LR
T: 01484 225500
Monday to Thursday
10.00am - 5.00pm
Friday 10.00am - 4.00pm