



THE NATFHE HANDBOOK OF INITIAL TEACHER TRAINING

Provides information about the institutions and the teacher training courses that are offered at first degree and post-graduate level, the major subjects available, the structure of courses and how to apply - through which clearing system etc. Compendium of Higher Education This book covers all university degree courses and all other higher education courses including HNDs at the 'New' Universities, Dip H.E. and all courses at Colleges and Institutes of Higher Education.

ECCTIS

A computerised database of full and part-time courses available locally and nationally at both further and higher education level. It can be searched for courses linked to specific criteria, e.g. by subject, by type of course, method of study, location, institution name and UCAS/GTTR course code. Included is a section on individual university's GNVQ entry requirements.

HIGHER IDEAS

A software program from Careersoft which will generate a list of relevant courses linking to university web sites.

A - THE UCAS HANDBOOK B - AND WEBSITE

A - The former is essential for completing your application form - it includes all the

courses at the relevant institutions, with the course code. However, it is inappropriate to use as a research source for selecting a course.

B - The UCAS Website will give access not only to their own information but is also linked to higher education sites. www.ucas.ac.uk



STEP TWO

Once you have decided on a subject or a subject area that you want to study the following give very useful information on the factors you may need to take into account in choosing a specific course, including course comparisons, grades usually required etc.

DEGREE COURSE GUIDES

Gives an excellent description of what is involved in studying a particular discipline - the similarities and differences between courses, transfer possibilities, percentage of courses requiring certain GCSE subjects etc.

WHICH DEGREE?

The next step from 'Degree Course Guides'. It summarises course content in two or three lines. It is also possible to see at a glance how many institutions in an area offer a particular degree subject.

THE COMPLETE DEGREE COURSE OFFERS - BRIAN HEAP

A guide to selection and admission to degree and higher diploma courses. It is

renewed every year, reveals what sort of 'A' level grades are required for different degree courses and advises candidates on the strategy of planning their applications. It should, however, be used with care - it would be inappropriate to place too much weight on the information given since there are no hard and fast rules. It only provides guidelines - if a student gets the grades listed this does not automatically secure a place. Available in book form or on CD-ROM.

A SURVEY OF HND COURSES - BRIAN HEAP

This book provides information on BTEC Higher National Diplomas offered at Colleges and Universities in England and Wales - including entry requirements, details on requirements for GNVQ Advanced/BTEC National Diploma students, possibility of transfer to degree courses etc.



STEP THREE

For ideas on other factors to consider when making a choice of course and institution - such as lifestyle and environment, the following materials are extremely helpful.

THE POTTER GUIDE TO HIGHER EDUCATION

This book does not give detailed information on courses - but it does describe each institution. What it is like, where it is, the nearest city etc, plus information on accommodation provision - also available as part of the ECCTIS database.



THE STUDENT BOOK THE VIRGIN ALTERNATIVE GUIDE THE PUSH GUIDE - BOOK AND CD-ROM

Written in a light hearted style, these books covers the same type of information as the above - but more from a student's point of view. What are parent's visiting rights? etc.

HIGHER EDUCATION & DISABILITY - CRAC/SKILL

A guide to higher education for students with disabilities - published in association with SKILL, the National Bureau for Students with Disabilities. Includes sections on choosing a career, funding, and choosing an institution - SKILL search is also available on ECCTIS.

SEE EQUAL OPPORTUNITIES CASEBOOKS - CRAC

For positive role models of graduates from groups with special/equal opportunity needs.

SPONSORSHIP

SPONSORSHIPS

Sponsorships are popular and keenly sought after. Sponsors may include both large and small industrial and commercial organisations as well as professional institutions, the armed forces and government departments.

WHICH SUBJECT?

Most sponsorships that are available are for degree level courses in vocational subjects - very few are for lower level courses. Electrical, mechanical and production engineering are the disciplines which attract the greatest number of sponsorships with accountancy, banking, business studies, computer science and economics also being popular areas.

FINANCE

Financial arrangements for sponsored students can vary widely. In some cases the employer undertakes to provide a salary and, in addition, pays all educational fees and

expenses. More often a bursary is paid whilst a student is studying, and a salary for the period when the student is working with his or her employer during vacations, or whilst on industrial placement from a sandwich course.

STUDY ARRANGEMENTS

Companies generally prefer to sponsor students on sandwich courses which tend to be known as 'thick' or 'thin' depending upon the timing, length and frequency of the practical placements. The three most common patterns for dividing the time between education and employment are:

1-3-1: one year in employment followed by three years of full-time study, often with vacations spent in employment, and then a

final year in employment ("thick" sandwich).
2-1-1: the first two years in full-time study followed by a year in employment then a final year back in education ("thick" sandwich).

"Thin" sandwich: involves spending part of each year in academic study and part in employment. Usually the whole of the final year is spent in full-time study.

POINTS TO CONSIDER

WHO DO I APPLY TO FIRST?

Seeking a sponsor is a separate exercise from applying to higher education. Both should be started as early as possible,



usually a year before the course is due to begin. Simultaneous applications to higher education and sponsors allow for failure to find a sponsor and the 'institution' may still accept a student and either help in finding a sponsor (not common) or offer a place as an 'education-based' student. **DO NOT ASSUME** that an employer offering sponsorship will arrange the higher education place for you.

CAN I CHOOSE MY COURSE?

Many sponsors expect students to follow a particular type of course (e.g. engineering or business studies). Occasionally applicants may have complete freedom. Sometimes a sponsor may insist on application to a particular University to do a specific course. Should this happen after a student has completed an UCAS form and it involves a different University from those named on the form, UCAS should be contacted immediately about amending the application. The procedure then to be followed will depend on the stage reached by the original application and the time of year.

REMEMBER that sponsorships are very popular and applications must be made in good time, keeping a careful eye on closing dates. Apply widely. There is no equivalent to the UCAS system for co-ordinating applications.

Don't choose a career purely because of the availability of sponsorships in any particular area of study and employment.



Where can I find help in applying for Sponsorship?

CAREERS ADVISERS will be able to help, pointing out local opportunities that may exist together with the schemes mentioned in the following publications:

ONE "SPRINGBOARD SPONSORSHIP AND FUNDING DIRECTORY"

published annually by CRAC/Hobsons Publishing PLC (Cambridge) Ltd., Bateman Street, Cambridge CB2 1LZ.

TWO "THE WHICH GUIDE TO SPONSORSHIP IN HIGHER EDUCATION"

by Alan Jamieson published by "Which?", The Association for Consumer Research, 2 Marylebone Road, London, NW1 4DX.

THREE "SPRINGBOARD CAREERS DIRECTORY"

published by CRAC/Hobsons.

FOUR "SPONSORSHIPS AND TRAINING OPPORTUNITIES IN ENGINEERING"

published annually by the Institution of Mechanical Engineers, 1 Birdcage Walk, London SW1 H9JJ

These publications and others that may be helpful are available in Career Development Centres and can be consulted if they are not available in your school or college careers library.



HOW TO APPLY - UCAS

THE UCAS APPLICATION PROCEDURE

The Universities and Colleges Admissions Service (UCAS) is the main organisation responsible for admissions to first degree, HND and Diploma of Higher Education courses at Universities and Colleges of Higher Education across the United Kingdom. You can apply via the electronic system available at some schools and colleges or by using the application forms.

APPLICATION TO HIGHER EDUCATION

The Universities and Colleges Admissions Service (UCAS) is the main organisation responsible for admissions to first degree, HND and Diploma of Higher Education courses at Universities and Colleges of Higher Education across the United Kingdom. You can apply via the electronic system available at some schools and colleges or by using the application forms.

APPLICATION DATES

**1st September 2000 -
15th December 2000**

Application forms for 2001 entry should reach UCAS between these dates.

**1st September 2000 -
15th October 2000**

If you are applying to Oxford or Cambridge University you should make sure your application form reaches UCAS between these dates.

*See separate entry on Oxbridge applications.

LATE APPLICATIONS

If UCAS receives your application form on or after 16th December 2000, you will be

regarded as a 'late applicant'. Your form will be processed and circulated to all institutions, but for consideration at their discretion. You may find it more difficult to receive offers, particularly if the course was very popular with applicants applying before the closing date. If the course is already full, you will have to wait for 'Clearing'.

If UCAS receives your form after 11th August 2001 it will go directly into 'Clearing'.

THE APPLICATION PROCESS

Information about the UCAS Application Procedure should be read in conjunction with the leaflet "Instructions for completion of the application form". This will be issued to you along with the UCAS Handbook, application form and acknowledgement card.

Cost

If you are applying for courses through UCAS there is an administration fee of £15.00. If you apply for just one course there is a reduced fee of £5.00. However, if you choose this option you will not be able to add further choices or enter 'Clearing' unless you pay a further £9.00.

CHOICE OF COURSE

■ You can apply for a maximum of six courses on the application form.

■ There is no order of preference shown on the form as courses should be listed in the order in which they appear in the UCAS Handbook.

■ You should not feel you have to use all six choices, but you do need to make sure that you have applied for sufficient courses to give yourself a chance of offers.

■ You can apply for both degree and non-degree courses on the same form and for more than one course at any one institution.

■ As far as possible you should aim to have a common theme running through all your choices of course. If you apply for a range of very different courses, then institutions can query your subject commitment. There are some exceptions to this, particularly for highly competitive subjects.

■ The Council of Deans of UK Medical Schools and Faculties advise you to apply for a maximum of four choices only for Medicine and Dentistry. The closing date is 15th October 2000. A maximum of four choices applies also to veterinary science, again the closing date is 15th October 2000.

N.B. The Council of Deans of Medical Schools have agreed that all successful applicants for entry to medical schools should provide evidence of non-infectivity and immunisation against Hepatitis B by the time of registration as a student.