2010

Let's talk about your options at 18+

Hampshire County Council

connexions

Welcome to Let's talk about your options at 18+.

This brochure explains the range of choices open to you after you have completed sixth form or a college course. This brochure is also useful if you are a parent or carer of a young person who is thinking about their options.

If you need more help or advice after you have read this brochure, you may want to talk to your (or your child's) sixth form or college tutor. You can also get help from your Connexions personal adviser and Connexions Direct. For Connexions Direct information, please see the back page of this brochure.

We would like to thank Robert Gresham from Aimhigher, Jonathan Lightfoot from Prospects, Jane Saunders, Toni Sidwell and Sue Rogers from Hampshire Connexions, Clare Young from Portsmouth University and Debbie Mahoney from Peter Symonds College for their help in producing this publication.

We would also like to thank the following organisations for providing the images used in this publication: Barton Peveril College; Connexions Isle of Wight; and Aimhigher Hampshire and Isle of Wight.

Glossary

AAT	Association of Accounting Technicians
ABC	ABC Awards (vocational qualifications)
AVCE	Advanced Vocational Certificate of Education
BA	Bachelor of Arts
BDS	Bachelor of Dental Surgery
BEd	Bachelor of Education
BMus	Bachelor of Music
BNurs	Bachelor of Nursing
BPharm	Bachelor of Pharmacy
BSc	Bachelor of Science
BSocSci	Bachelor of Social Science
BTEC	Business and Technology Education Council
BVetMed	Bachelor of Veterinary Medicine
CACHE	Courses in care and education of children and young people
CP	Clearing Passport
CUKAS	Conservatoires UK Admissions Service
DipHE	Diploma of Higher Education
DIUS	Department for Innovation, Universities and Skills
DDA	Disability Discrimination Act
DSA	Disabled Students' Allowance
E-CLIPS	Online careers information leaflets
EDI	Education Development International an accredited training board
GCSE	General Certificate of Secondary Education
HE	Higher Education
HEFC	Higher Education Funding Council
HNC	Higher National Certificate
HND	Higher National Diploma
IAESTE	The International Association for Exchange of Students for Technical Experience
IAS	International Accounting Standards Board
IB	International Baccalaureate
IFS	Institute of Financial Services
iPRO	IT Professionals
LLB	Bachelor of Laws
MA	Master of Arts
MB/BS	Bachelor of Medicine and Bachelor of Surgery
MBA	Master of Business Administration
MBioc	Master of Biochemistry
MEng	Master of Engineering
MSc	Master of Science
NARIC	National Recognition Information Centre
NVQ	National Vocational Qualification
OCR	Oxford Cambridge & RSA Examinations
PA	Personal adviser
PGCE	Post Graduate Certificate in Education
QTS	Qualified teacher status
RETAS	Refugee Education and Training Advisory Service
SAAS	Student Awards Agency for Scotland
UCAS	Universities and Colleges Admissions Service
UKCISA	UK Council for International Student Affairs
VCE	Vocational Certificate of Education

This brochure is also available in large print.
For a copy call **01962 845304** or email **connexions@hants.gov.uk**

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Thinking about higher education?

Choosing which higher education course to take is a big decision. You are not only choosing a course of study, but a way of life for the next three or four years. Take time to research your options well.

Hot tip
Visit the institution's website for up to date and detailed information on courses. Information printed in prospectuses can often be brief and details might have changed since they were published.

Some departments will have web based sites that do not always link from the main university website. Google the department to see if they have additional information on the web.

Which course?

Start by thinking about your own skills, qualifications and interests.

- Which courses interest you?
- Are there any subjects you enjoy and are good at and might want to continue?
- What are your predicted grades?
- Are you predicted to get the grades you would need for the courses which interest you? If not, there may be similar courses with lower entry requirements at other higher education institutions.
- For some courses you will need to have completed relevant work experience (for example, medicine, teaching or physiotherapy). Check this out and, if necessary, arrange to do it before you apply for the course.
- Do you have a career aim which would involve having to take a specific or related higher education course?
- Do you actually need to take a higher education course to get into your chosen career area? There may be other routes you could take (for example, an Apprenticeship) which you might prefer.
- The web-based Stamford test will give you a list of potential course headings to help you search the UCAS site for courses that are related to your strongest interests www.ucas.com

What type of course?

The aim is to choose the course which will give you the best chance of success. You need to think about the factors which might apply to you.

- What level of course would be right for you?
- Would you like some work experience or overseas study as part of your course?
- Do you want a vocational course (related to a specific career), for example, engineering? Or would you prefer a non-vocational course, for example, English?
- Are you looking for a full-time course or do you need to study part-time?
- Do you want to study a single subject, joint subjects or combined subjects?
- Would you like a general first year followed by the chance to choose specialist course options?

You need to consider all of these questions when you are researching courses (see page 5).

What type of higher education institution?

Where you study can be as important as what you study. Higher education institutions vary enormously in terms of size, location, character and number of students.

Think about the following questions.

- Do you want to be on a campus, where the facilities and accommodation are all close together?
- Does the institution guarantee first-year students a place in residential halls? If so, what are the accommodation fees?
- What other accommodation is available and how much would it cost?
- Do you have particular interests and hobbies which you want to continue at university or college? If so, are these available in the area?
- Is city life for you?
- How easy would it be to get home and how much would it cost?

Essential reading

Please see page 31.

Name - **Tim Hazeldine**
Age - **22**
Occupation - **Trainee Construction Site Manager**

After finishing my GCSEs I went to college to do A-levels which didn't suit me as I picked the wrong subjects. I left college before finishing the first year and didn't know what to do with myself. I went to see a careers advisor to help me find a course that I would enjoy. I felt a more vocational course was the best option so I enrolled onto a BTEC National Diploma in Construction and the Built Environment. I really enjoyed the course and the subject material made a lot more sense to me than A-levels. When I finished my BTEC I applied for jobs with construction companies and found one that wanted to sponsor me to do a Higher National Certificate whilst working at the same time. This led to me starting an Honours Degree in Construction Management.

I am just about to start my second year of the degree, whilst working on a five million pound development. I've found that juggling work with studies is a challenge but very rewarding. I made the right choices, with help, and I am very happy with the career I'm in.

What is Aimhigher?

Aimhigher is a national initiative to encourage young people to progress to higher education. The programme targets those who have the potential to go on to further study, but who are from schools, areas or backgrounds where fewer students go on to university.

Here in Hampshire and the Isle of Wight, Aimhigher can help you consider the huge range of subjects that you can study after 18, the costs involved, and more about what university life is really like. Through the local universities, colleges, and other organisations, Aimhigher funding provides the following types of activities:

- Campus visits - see for yourself what goes on within a university.
- Visit **www.opendays.com** to find out when open days are taking place and book your place.

'Graduates are 50% more likely than non-graduates to be in employment.' Whilst the number of graduate positions is rising, the number of jobs for non-graduates is falling.
Source: www.prospects.ac.uk

Aimhigher...

- Residential summer schools - experience student life, workshops and stay in halls of residence overnight.
- Masterclasses and taster days - boost your understanding of your chosen subjects.
- Mentoring programmes - 1-2-1 and small group work, focusing on study skills and future plans.
- Online and other information - guidance to potential students, their teachers and families.

To find out more visit
www.aimhigherhants.ac.uk

"There is lots of advice and guidance out there...Aimhigher can point you in the right direction and give you practical help and support."

Lennox, 24, obtained an LLB degree in Law.

"Going to university enabled me to gain the qualification I needed to be a PE teacher - so now I get to do what I enjoy most every day."

Helen, 23, graduated with a BSc in Sports Science with PGCE.

HOT TIP

Hot tip
Don't forget there are over 50,000 degree courses and over 400 colleges and universities to choose from. Between them they offer a wide range of higher education courses, charge a range of fees and offer a range of financial help to students.

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What if I don't know what to study?

Some people will find it easier than others to decide what to study at degree level. Some of your friends may already have chosen their course, for example if they have always wanted to train as a vet or doctor, or to study law or classics. Others may be happy to apply for a subject that they feel comfortable with which does not lead to a specific career.

- You could start by looking through reference books like **Jobfile**. These are career encyclopedias that will give you a good idea of the range of jobs that exist. If any of these jobs appeal to you, you could then see what degree subjects would be most relevant. You can also get this information by visiting **www.connexions-direct.com/jobs4u**.

- You could use a careers guidance programme like **Pathfinder**, which can help you identify your broad areas of interest and make relevant job suggestions. Understanding your interests and looking at job ideas may then help you to choose a course. **Pathfinder + HE** is also worth a look at. It will match your interests with subject areas, individual course titles and jobs. Your school, college or local Connexions service may have this programme.

- The **Stamford Test** is designed to give students advice on course areas they may be interested in. It works by asking you a series of questions about areas you may or may not be interested in studying. You can access the test through **www.ucas.com**.

- A few careers need a specific degree, for example, engineering, medicine or veterinary. Others, like accountancy, do not. You might like to check out any career ideas you have with a personal adviser, who will help you to match degree courses to them.

- Many employers recruit people with a degree in any subject, so think about what you most enjoy studying. If you decide to take a non-vocational degree, such as English or history, it is important to get some work experience while you are at university. This will show employers that you have some commercial awareness and an understanding of their needs.

- You could consider a completely new subject. **Choosing Your Degree Course and University** (Trotman) may help you to think more about the range of subjects on offer.

- **Degree Course Description (COA)** - provides over 120 degree course explanations on a wide variety of interesting course areas.

- Talking to your tutor, head of sixth form, careers teacher or a personal adviser may help you with your ideas. If you cannot see a personal adviser at school or college, check your local Connexions website for details of where and when you can speak to a personal adviser in your local area (contacts on back cover).

- If you really can't decide what to study by the time you have to apply, consider taking a gap year. This will give you more time to think about your options and the chance to try some relevant work experience. Three or four years is a long time to spend studying a subject that does not really interest you. The main reason for students dropping out is because they feel they have chosen the wrong course.

- You could also visit **www.ukcoursefinder.com** for some ideas.

If you are not sure what to study, another useful tool is the Centigrade programme. Centigrade matches your strongest interests and abilities to the most likely courses available. It:

- highlights the courses where you seem to be well matched;
- challenges your choices where they may not be the best ones;
- presents the facts clearly so you can make good decisions; and
- makes you more aware of your wider potential.

You can complete the online version for £15 and you will receive a report by e-mail. Alternatively, for £20 your report will be professionally printed and posted to you.

Visit **www.coa2.co.uk/centigrade/**

What courses are there and what qualifications do I need?

Students enter higher education with a variety of different qualifications. It is important to get advice about your particular combination of qualifications and experience in relation to the course you have chosen.

Degree

- Degrees usually need a minimum number of GCSE passes at A* to C and will often ask for particular subjects such as Maths, English language and Science.
- You will also normally need at least two full A levels or their equivalent such as a BTEC National Diploma, Advanced Diploma or the International Baccalaureate (IB).
- Courses usually need a minimum number of units, with a certain number needed at A2. Students with an IB need at least 24 units, but the more competitive courses ask for 30 units or more.
- You can check the specific entry requirements for a subject at **www.ucas.com**.
- You can visit any higher education institution or university website by using the interactive UK map at **www.scit.wlv.ac.uk/ukinfo**

BTEC Higher National Diploma (HND) and Higher National Certificate (HNC)

- These are awarded in vocational subjects, for example, engineering, hospitality management and business.
- HNCs are normally studied on a part-time basis. HNDs are studied full-time and take two years (or three years if you take a sandwich course).
- Minimum entry requirements are usually four GCSE passes at A* to C and:
  - one A level;
  - a pass, merit or distinction in a BTEC National Diploma;
  - an OCR National Diploma; or
  - an NVQ level 3.
- Many further education colleges now offer HNDs so that you can study locally rather than moving away.
- Once you have successfully completed an HND, you can go on a 'top-up' course to convert your qualification into a degree.

Foundation degree

- Foundation degrees offer a work-related higher education qualification (e.g. events management, police studies).
- The courses can be full or part time or through distance learning. They are broadly equivalent to the first two years of a degree and can lead onto a degree or other studies.
- You need to check individual courses for their entry requirements as there are no nationally-set entry grades.
- For more details see **www.findfoundationdegree.co.uk**, or **www.ucas.com** (type "foundation degrees" in site search box).

Diploma in Foundation Studies (Art and Design)

A foundation art course is an intensive one-year course that gives you the opportunity to develop your art and design skills. The courses aim to broaden your experience of art and design before you choose the field in which you plan to specialise at higher education level. During the year, students prepare a portfolio of work when applying for art and design degrees, foundation degrees or HNDs. You should always check with the higher education institutions you are considering whether you definitely need an art foundation diploma.

Entry requirements are usually three to five GCSEs at grades A* to C (normally including English language), plus one A level (or equivalent) and a portfolio of art work.

For more information visit **www.ucas.com** and type the words "art foundation" in the site search box to see a list of institutions offering the courses.

Specialist courses and other diploma courses

- Some of these courses can be taken after A levels, BTEC National Diplomas or International Baccalaureates. Others can only be taken after you have completed a first degree. Work experience is often an advantage.
- For most specialist art and design degrees, A-level students will need to have completed a one-year foundation course.
- Drama, performing arts and dance courses may be offered as degrees or as diplomas run by private dance or drama colleges. For non-degree courses, you will often need to apply to the college direct and have an audition which you will need to pay for. If you choose to take one of these courses, you are unlikely to qualify for financial help. However, the Dance and Drama Awards Scheme offers awards for some courses. Visit **www.direct.gov.uk/danceanddrama** for details. You could also visit the Conference of Drama Schools website at **www.drama.ac.uk**.
- Some higher education courses which do not lead to a degree provide entry into specific careers. These include Accountancy Foundation, Pre-Journalism and the Diploma and Advanced Diploma in Nursing. For some of these courses you may need previous work experience.

Diploma in Higher Education (DipHE)

- A DipHE award is broadly equivalent to the first two years of a degree. They are offered in a range of academic and vocational subjects, e.g. social care studies and creative writing. There are relatively few DipHE courses and these are mainly linked to vocational areas.
- Students are often encouraged to complete a third year to gain the equivalent of a degree level.
- Entry requirements are usually less competitive, so two A-level passes (or the equivalent) are acceptable.

Foundation courses

- These are one-year courses for people who want to take an honours degree but who do not have a related GCSE, A level or vocational qualification.
- You can apply for a degree course after completing a foundation course.

International foundation courses

- These are programmes for overseas students who may need more preparation in English language and their chosen subject before starting a degree course. The courses can be general or specific subjects.

Vocational qualifications

After doing a course at college, you could go on to do a course related to the job you want to do.

These courses are called vocational courses.

There are a wide variety of vocational courses available to study, for example, Sport & Active Leisure, Art & Design, Engineering and ICT. BTEC National Diplomas, Certificates or Awards, Advanced Diplomas and Applied A levels are all vocational courses and are recognised as entry qualifications for most higher education courses.

Are my current studies relevant?

If you have chosen to study a higher education course that is not directly linked to your current course, you may need to check that your qualifications are acceptable. This is also true for A-level students.

You may also need to explain in your UCAS personal statement how your qualifications and experience are relevant to your choice of course. (See page 20 for tips on writing your personal statement).

What style of assessment does the course use?

You may be used to the continuous assessment approach. But some higher education courses may still be assessed through exams and essay-writing. Decide which style of assessment will suit you best and check to see how individual courses are organised. Read the university prospectuses very carefully or contact the universities to check which style of assessment they use.

Are A level courses the best option?

There are now many qualifications that can be used to gain entry into higher education. They can be found on the UCAS tariff table on pages 12-13 and on **www.ucas.com**. Many local colleges are offering a variety of different courses, such as the CACHE Diploma, OCR National Diplomas and BTEC Nationals. Depending on the course offered they can be equal to one, two and three A levels. Check the value of the course as you may be able to combine different types of study.

Do I have the relevant core skills?

Does the course you are applying for need GCSE Maths and English Language at grade C or above? If you do not have these, check to see if the institution will accept key skills in the courses you have studied instead (for example, applied number and communication skills).

HOT TIP

Hot tip

- There are many good websites to help you find that perfect course. Try some of the following: **http://www.guardian.co.uk/education/universityguide, www.ucas.com** or **www.unistats.com**
  Don't forget to make use of the book Heap 2010 - University and Degree Course Offers. The new edition Heap 2011 will be available from May 2010.

How are the courses structured?

Courses in higher education can be structured in different ways.

Single-subject degrees

As the name suggests, study is concentrated on one main subject, for example, geography, maths or English. There is often the chance to study other areas, particularly in the first year, but not in depth.

Joint degrees

You study two subjects on a 50:50 basis. These subjects may be from different faculties. In general, if two subjects are joined by 'and' (for example, psychology and sociology) they are likely to be offered as a joint degree.

Combined degrees

There are varying balances. The joining title 'and' usually means there is a 50:50 split. 'With' means that the first subject is the major subject and the one after is the minor subject. Alternatively three subjects can be studied as a combined degree.

Modular degrees

This is an increasingly common method of study. You choose from a wide range of different modules, building up credits towards a final degree. Depending on the modules you take, you can achieve a single-subject, joint or combined degree.

Interdisciplinary degrees

You study several subjects which are all related to a particular theme or discipline (for example, environmental studies, American studies or communication studies).

Sandwich courses

These courses combine study with paid work placements. You can either take a 'thick' sandwich (a block placement of one year) or a 'thin' sandwich (several shorter placements spread out during your course). Sandwich courses are usually offered in vocational subjects, such as engineering and business studies. As a result, sandwich courses are usually four years.

Franchise courses

These courses allow you to study a university/college course at a local franchised college of further education, often on a part-time basis. You may be able to progress to appropriate further study at the franchising college or university to extend your qualifications. An example of this is the 2 + 2 degree. The student spends two years gaining an HND at a college of further education, then transfers to a named higher education institution to turn the qualification into a degree.

Foundation degrees

Foundation degrees are the equivalent of the first two years of an honours degree, and may be studied full or part-time. Some are full time whilst others consist of academic study integrated with relevant work-based learning undertaken with an employer. It may be studied as a stand-alone qualification or upon completion you may progress to the final year of an Honours degree. They are generally in a vocational area of study.

A number of local universities offer both the full-time and part-time foundation degree options. Check the special section of UCAS at **www.ucas.com./students/beforeyouapply/whattostudy/foundationdegrees**.

Extended degrees (preparatory/foundation year)

Some specialist courses such as engineering and science offer you the chance to do an extra first year if you do not have the entry qualifications needed. These extra first years may have different titles in different institutions, for example, Year Zero. They are not the same thing as a foundation degree.

Four-year extended degrees

These are a new format and are not the same as the extended degrees (preparatory/foundation year). In these you work part-time as you progress through the degree in a job directly related to your studies. Unlike sandwich degrees, you don't have block or year long placements, but are working alongside your studying throughout the year. Careful timetabling typically gives you two to three days in the lecture room and the rest working. Despite being four years, you still only pay three years tuition fees.

Only a few universities are offering them.

Two-year fast-track degrees

The Higher Education Funding Council (HEFC) is currently supporting eight pathfinder projects, which include two-year fast-track degrees. The courses combine traditional, university based study with work-based learning, fieldwork and online study during part of the summer holidays.

Subjects available include law, sport, geography and English literature. See **www.hefce.ac.uk/learning/flexible** for details.

Hot tips

- Because there are so many different types of course, you must look at prospectuses and course leaflets carefully. Don't be misled by course titles - it is their content and structure that are important.
- Check the percentage of each subject you will be studying when choosing a joint or combined degree.

Studying abroad

There are many opportunities to include foreign experience in your degree, and people studying some social work degrees now need to have foreign work experience. Many degree subjects now offer the opportunity to spend time working or studying in another country.

Hot tip
You may be able to find a course at a British university that allows you to spend a term or a year at an American university.

Where to find more information
- www.braintrack.com
- www.studyoptions.com
- www.studyabroad.com
- www.ozdegree.com

Erasmus

The Erasmus programme was introduced with the aim of increasing student mobility within Europe. It forms part of the EU Lifelong Learning Programmes (2007-2013). In 2007 the British Council was appointed the national agency for Erasmus in the UK.

The programmes give university students the chance to live and study abroad. Over 1.5 million students have benefited from Erasmus grants so far with a European Commission target of three million students by 2013. Erasmus covers all countries in the European Union as well as Iceland, Liechtenstein, Norway, Romania, Bulgaria and Turkey. Around 10,000 British students take part each year.

The scheme has several arms.

- Student study mobility – students from all subject areas can apply. You can find out which UK institutions participate when you do your research for your university application choices. You can go for 3 -12 months.
- Work placements - this gives first-hand experience in another country and can be a huge boost to self-confidence and your CV. You have a host university in the country.
- Erasmus language assistants.
- Intensive programme.

For more information visit
www.britishcouncil.org/erasmus

IAESTE

(The International Association for the Exchange of Students for Technical Experience)

IAESTE mainly offers students in science, technology, engineering or architecture the chance to take paid, course-related work placements abroad.

For more information on this scheme, visit
www.britishcouncil.org/learning-iaeste.htm

Leonardo

Leonardo is also part of the EU Lifelong Learning Programme 2007-2013, and focuses on vocational training.

This scheme allows undergraduates to take periods of industrial training in other European countries for up to 12 months.

For more information visit
www.leonardo.org.uk.

Comenius

This programme encourages people, who are thinking of becoming teachers, to learn and teach European languages by offering work placements as language assistants. Placements last three to ten months.

Visit www.britishcouncil.org/comenius.htm and follow the 'becoming a Comenius Assistant' link.

Things to consider if you want to study abroad

It has now become quite common for students to study part of their degree abroad. And many more students are considering the option of studying their whole degree overseas. There are lots of things to consider if you want to study abroad, for example:

- you may find it more difficult to find sources of financial support;
- you may need a visa to study in a particular country; and
- you may need to take entry tests for the institution where you want to study.

If you are considering studying abroad, you need to start looking into your options between 12 and 18 months before your studies start. There are several websites that give excellent information in this area (see page 32).

Case study

Owen Hunt, 21, is studying for a BA (Joint Hons) French and Hispanics, University of Nottingham.
"As a modern languages student, my year abroad was an essential part of my studies. I spent my time between France and Spain and without doubt it was an amazing experience, which I am sure will prove to be very worthwhile on a range of levels. Over the course of the year not only was I able to improve my language skills but I also gained a better knowledge and understanding of the two cultures, the people, their customs and way of living."

Joanne Bough, 29, graduated with a degree in German and Linguistics from the University of Wales, Bangor, in 2001.
"When it came to applying to do my year abroad, I could choose between studying at a university for a year or working as an English Language assistant in a school. I chose to be an assistant in Austria. I highly recommend working or studying abroad. It really is invaluable and the best way to improve on your foreign language!"

Some questions answered

I am taking the new advanced diploma can I still apply to university?

The new advanced diplomas are designed to offer both vocational knowledge for employment and a level three qualification acceptable for entry into higher education courses. Universities and colleges were involved in creating the diplomas and the advanced diploma gives the same number of UCAS points as 3 ½ A levels.

All universities have said that they will consider the advanced diploma for entry onto certain degree courses, however you do need to make sure that the diploma and the optional course within it will meet the specific entry requirements for the course you are interested in taking. You may need to take a specific A level subject with your diploma.

Universities appreciate the range of skills the diplomas develop, such as problem solving, team working, project planning, and experience of the workplace. Don't forget to mention these skills on your personal statement.

You can see the tariff point's allocation on pages 12 - 13.

I am looking to do a degree and I've noticed some courses say they are 'accredited'. What does that mean?

If a course is 'accredited', this means that it is approved and recognised by the professional organisation responsible for registering people in that career. With more and more competition for jobs, it is important to find out whether the degree gives you the qualifications you need to get into the career you want.

Some careers that courses are accredited for are obvious - like medicine, nursing and teaching. But there are also other courses that will be accredited. Examples include psychology, law, estate agency, surveying, journalism, marketing, pharmacy, biomedical science and engineering. In some careers, if you don't have a degree from an accredited course, you may need to spend more time getting accredited to work in that career, and this will cost you more money. It always pays to research the career and to spend time reading the prospectuses carefully. If the courses are approved by a professional organisation, the university will be keen to mention it in their prospectus.

I've only got one A level. Can I still go on to university?

Higher education has a wide range of courses on offer so don't panic. There is now a wide range of HND and foundation degree options that you can enter with one full A level (see page 5). These courses will still need a general entry requirement at GCSE so check the university requirements as well as the course ones.

There are also a number of ways to convert your course into a degree, from one-year top-up degrees, meaning that you can still achieve a degree in the normal time of three to four years, to transferring into the second or final year of a degree course.

If you are interested in art and design degrees, you will normally need to take a foundation diploma in art and design first. These count as further education and artistic talent is most important. See page 5 for more information.

How can I get more money to pay for my studies?

As the number of places in higher education grows, the universities are looking at ways to attract the right students to their courses.

With a bit of research it is possible to increase your income by a considerable amount.

If you are entitled to a maximum maintenance award the university will top it up to at least the cost of the tuition fees, although many pay considerably more. You may also be entitled to a scholarship or other award for such areas as achievement or excellence (your A level grades). Some awards are paid by specific departments, whilst others are paid by the university over a wide range of options.

Visit **http://bursarymap.direct.gov.uk** and **www.scholarship-search.org.uk**

I don't want to travel too far from home. How can I find out how far away the university is?

A good website to check is the interactive map of UK universities - visit **www.scit.wlv.ac.uk/ukinfo/**. This site shows you where universities are on the map of the UK and you can access the universities' own websites directly from this map.

If you are going to use public transport to get home, remember that some places are much harder to reach than others even though they might appear nearer. It pays to do your research.

Applications calendar

Year one

Spring term 2010

January

- You've been at college for a term. You might think you have lots of time, but the next stage starts here! Start researching what you want to do next by filling in one of the computer-based course search packages - such as
  - www.ukcoursefinder.com,
  - the Stamford test on www.ucas.com/students/beforeyouapply/whattostudy/stamfordtest
  - or Centigrade online (see page 4).

February

- Not sure what to do next? Talk to your teachers and tutor and book an early appointment with your Connexions personal adviser.
- Make good use of this book, as it can give you lots of help.

March and April

- Continue looking at higher education courses using www.ucas.com and reading prospectuses. Some university departments have their own websites. You can find these by using a website search engine, such as Google.
- Find out when university open days are and plan your visits. Most start in June. For a list of open days, visit www.opendays.com.
- Go to higher education events in your local area.
- If you are interested in starting work, start finding out what jobs are available.
- If you need to do work experience to get on the course you want, you should start arranging it now.

Summer term 2010

May and June

- Continue finding out what courses and jobs you are interested in and what is available.
- Go to open days and events on higher education.
- If you are interested in law, medicine, dentistry or veterinary medicine, see if you need to take any extra tests to get onto a course. For more information, visit www.ucas.com/students/beforeyouapply/admissions/

July and August

- If you know what course you are applying for, work on your personal statement (there is more information on page 20). Remember, your personal statement is your chance to sell yourself.
- For specialist music courses, visit www.cukas.ac.uk. You can start applying from the beginning of July until 1 October 2010 (page 11 has more information on this).
- Use the long summer holidays to find work experience. This will save you stress later in the year!
- If you want to take a year out, start planning it now. You can delay going into higher education by putting this on your UCAS form.
- If you didn't get the exam results you wanted, get help from college staff and your Connexions personal adviser.

Year two

Autumn term 2010

September and October

- You should be coming to the end of your research now, so you need to think about applying! If you're still confused, book an appointment with your Connexions personal adviser.
- If you know what you want to apply for, fill in your UCAS application online. Apply as soon as you can. Universities will start filling their courses as they receive applications - even before the closing date.
- The deadline for Oxford, Cambridge, and courses in medicine, dentistry and veterinary science is 15 October 2010.
- Check the closing dates for courses that do not have a central admissions system, such as art foundation courses. Most colleges will have earlier deadlines to give them time for checking applications - this could be mid-October or earlier.
- You can check the progress of your application at any time by using the UCAS online tracking system, 'Track'. Visit www.ucas.com/students/track/ and use the password you have been given from UCAS.

November and December

- If you are applying for an art and design course, all applications are now through the main UCAS scheme, which means you can wait until you have received a decision from each choice before replying to any offers. However, some of these courses still have different application deadlines - 15 January or 24 March. Check on UCAS which deadline your chosen courses have.
- If you are going to start work after college, start planning your CV.

Spring term 2011

January and February

- If you still haven't sent your UCAS online application and you are not applying for a course or university with an earlier deadline, you must send your application by 15 January. If you send it after this date, it will be marked 'late', although it will still be considered.
- Check the closing dates - for more information, see 'important deadlines' on page 11.
- If you are planning to go into work, start looking at job vacancies in your local newspaper. Many large organisations will have their own online vacancy listings (for more information, see pages 25 to 27). You can also ask us for help.
- If you are going into higher education, check for open days in the department your course is in. Visit www.opendays.com.

February and March

- If you don't have any offers or you have turned them down, you can use UCAS Extra. (For more information, see page 22).

Summer term 2011

May and June

- If you are looking for work, get help from your local Connexions service. See the back of this book for contact details. And also page 29 'Sources of help and information'.

July and August

- Exam results are published and clearing starts (see page 22 for information about clearing).
- If you need help, speak to college staff and your Connexions personal adviser.
- Clearing vacancies will be on www.ucas.com and also in national newspapers.

The application process

Hot tips
- Make sure you apply early for 'high-demand' subjects.
- If you have any questions, check with your college.

Don't miss these important deadlines

- For specialist music courses, apply with CUKAS - by 1 October 2010
- Applications for Oxford, Cambridge and courses in medicine, dentistry and veterinary medicine - by 15 October 2010
- UCAS applications - by 15 January 2011
- Art and Design - by 15 January 2011 or by 24 March 2011

If you need any help phone the UCAS Customer Service unit on 0871 468 0 468 (lines are open Monday to Friday from 8.30am to 6pm).

You can list up to five choices of institution on your UCAS application. The universities and colleges you have listed do not initially see the other institutions you have chosen, but they will all read your personal statement in which you give your reasons for wanting to study a particular subject or subjects. It usually helps to apply early, especially for competitive courses.

The exceptions to the general UCAS application pattern are listed below.

Medicine, dentistry, veterinary science, and Oxford and Cambridge

If you are applying for a course in medicine, dentistry, veterinary science or law, you may have to take an extra test as part of your application. You may also need to do this if you are applying for particular subjects at Oxford or Cambridge. The deadline for these courses is 15 October 2010. For more information, visit the UCAS website at **www.ucas.com**.

Art and design courses

These used to be divided into Route A and B, with Route B application choices being dealt with one at a time. Route B has now ended and all applications are considered simultaneously. However, art and design courses will still have different deadlines - either 15 January 2011 or 24 March 2011. Check the UCAS website (Course search) to find out the deadlines of the courses you are interested in.

If you want to apply for art and design courses with different deadlines, you can submit your application before 15 January for courses with that deadline, then add further choices before the 24 March deadline using Track (as long as you haven't used all five choices).

For courses with 15 January deadline, UCAS advise you to apply by mid-November 2010 to allow the universities and colleges more time to ask to see your portfolio.

For courses with 24 March deadline, UCAS recommend that you apply by 6 March 2011 to avoid the last minute rush.

Applications for art foundation courses should be made direct to the university or college in which you are interested (the institution will supply its own application form).

How to apply

UCAS

All applications are made online, where the UCAS deadline for the majority of applicants is 15 January 2011. The UCAS website has helpful information to support you with completing your application. You can apply after the 15 January deadline, however your application will be marked as 'Late' and some courses may already be full.

APPLY is the web-based online processing centre and available 24 hours a day. You can write and change your application at any time before you e-mail it to a co-ordinator (usually a school or college tutor) who sends it to UCAS. Visit **www.ucas.com** for full information.

The cost of applying is £11 for one institution and £21 for more than one, up to five. You can pay by credit or debit card. The card does not need to be in your own name, but you will need permission from the cardholder.

If this method of payment is not an option for you, check the procedures in your school/college where you are usually able to pay by cheque or cash. Alternatively ring the UCAS Customer Service Unit for further support.

The 'offers' process

Each institution will either make you an offer or reject your application. Use the 'Track' section of the UCAS website to follow the progress of your application by using the password and personal ID number UCAS gives you. Keep it safe!

Take time to research the grades and UCAS tariff points which each institution request when you choose your courses.

Most offers are 'conditional' on gaining certain grades or points. If you already have the grades or the points you need, you may receive an 'unconditional' offer.

However many offers you receive, you can only hold two of them. One is called a 'firm' offer, which should be the course that most interests you. The other is an 'insurance' offer to act as a back-up if you do not get the grades or points you need for your 'firm' choice.

If you do not receive any offers, you can go through UCAS Extra. **Please see page 22 UCAS Extra and Clearing**.

Nursing courses

Applications

All applications for nursing courses, whether at diploma or degree level, should be made via UCAS. You can choose up to five courses and are free to select a combination of degrees and diplomas. You can only complete one application in each cycle. Use UCAS Course Search to find available courses.

Check the 'when to apply' page to make sure that you apply by the relevant deadline. Nursing courses can have different start dates. Some diploma courses start in January. If you want to apply for a course that starts before September, you must check with the universities and colleges if you need to apply before the 15 January deadline.

CUKAS

CUKAS (Conservatoires UK Admissions Service) allows you to apply online for practice-based music courses at music colleges in the UK. Current courses can be viewed at **www.cukas.ac.uk** Remember that the deadline is 1 October 2010 - applications will still be taken after this date, up to 31 August 2011, but you risk the chance of the course being filled.

Applying to higher education: The UCAS tariff

The UCAS tariff is a way of comparing all the different qualifications that you can use to gain a place on a higher education course.

Understanding the UCAS tariff

The UCAS tariff is a way of comparing all the different qualifications that can be used to gain a place on a higher education course.

The tariff now takes into account, AS and full A levels, BTEC National Diplomas, Certificates and awards, the CACHE Diploma, OCR, the International Baccalaureate qualifications and the new Advanced Diploma. In addition many new specialist qualifications have been added to the tariff including iPro, Speech and Drama exams (grades 6,7 & 8.) and British Horse Society awards.

Although points can be assembled from a variety of different awarding bodies, this does not guarantee their acceptance for entry into a particular course of HE. It is important to check the admissions requirements for your choice of course.

When you start to look in prospectuses and general books such as Heap - Degree Course Offers you will see many offers made in the form of a tariff points score. Don't panic, sit down and make a list of all your subjects and the grades you realistically expect to gain. Now use the table on this page to add up your tariff score.

Here is an example

A level maths at grade A*	= 140
A level chemistry at grade A	= 120
A level biology at grade B	= 100
Extended project maths at A*	= 70
Total tariff score	= 430

And another example

A level art graphics at grade C	= 80
OCR national diploma in media at M2/P1	= 160
AS sociology at grade D	= 30
Total Tariff score	= 270

UCAS tariff

Int'l Bacc & foundation dip art & design			CACHE Diploma		BTEC in Early Years			OCR Nationals			BTEC Nationals			Points
IB	Foundation Diploma in art and design	Advanced Extension Awards	Theory	Practice	Certificate	Diploma	Practical	Certificate	Diploma	Extended diploma	Award	Certificate	Diploma	
										D1			DDD	360
27														350
						DDD				D2/M1			DDM	320
														300
	dist													285
24						DDM				M2			DMM	280
														260
														250
			AA			DMM			D	M3		DD	MMM	240
	merit													225
						MMM								220
														210
			BB		DD				M1	P1		DM	MMP	200
														180
														170
	pass													165
			CC		DM	MMP			M2/P1	P2		MM	MPP	160
														150
														140
			DD	A	MM	MPP	D	D	P2	P3	D	MP	PPP	120
														110
				B										100
														90
			EE	C	MP	PPP	M	M	P3		M	PP		80
														77
														72
														70
														64
				D										60
														50
														48
														42
		dist		E	PP		P	P			P			40
														38
												Key Skills (3)		35
												Level 4		30
														28
		merit										Level 3		20
														17
														13
												Level 2		10
														7

Some universities will make an offer based on a number of units; usually equalling either 3 or 3½ A levels or equivalent.

Check in the prospectus or on the **www.ucas.com** website and look at English, Welsh and Northern Irish Qualifications section within the course you are researching.

Remember that you cannot double count very similar subjects, e.g. biology and human biology. Also higher level qualifications replace lower ones. E.g. the A level result subsumes the AS one in the same subject.

Key skills are single unit awards but if you get a higher level it subsumes the lower level unit.

14-19 Diplomas, how do they work?

There are three levels of the Diploma available - Foundation, Higher and Advanced.

- Foundation = 5 D-G GCSE's
- Higher = 7 A*-C GCSE's
- Advanced = 3.5 A Levels

The Advanced and Advanced Progression qualification offers an alternative to the A level route and gives students another option for achieving level 3 qualification
Advanced Progression - 2 A Levels
Advanced Level - 3.5 A Levels (A*-E)
(up to 420 UCAS points)

All levels can be extended e.g.
Advanced = 4.5 A levels inc 2 x AS

GCE and VCE Qualifications						Advanced Diploma & Progression Diploma			
GCE AS / AVCE AS	GCE AS Double award	GCE A level & AVCE	GCSE & AVCE Double award	A level with additional AS	Free-standing Maths	Principal Learning	Additional & Specialist team	Pregression Diploma	Extended Project
								A*	
								A	
			A*A*						
			A*A						
								B	
			AA						
			AB						
						A*			
			BB	A*A				C	
			BC	AA		A			
				AB					
			CC						
				BB		B		D	
		A*	CD	BC			A*		
	AA	A	DD	CC		C	A		
	AB			CD					
	BB	B	DE				B	E	
	BC		DD			D			
	CC	C	EE	DE			C		
	CD								A*
									A
A	DD	D		EE		E	D		
B	DE								B
C	EE	E					E		C
D									D
E					A				E
					B				
					C				
					D				
					E				

Other qualifications incorporated in the tariff?

The following specialist qualifications also have tariff points awarded:

- Extended Project (Stand alone)
- Higher Sports Leaders Award
- Speech and Drama examinations (grades 6, 7 and 8)
- ABRSM, Guildhall, LCMM, Rockschool and Trinity College London Advanced Level music examinations
- Advanced Placement Programme
- AAT NVQ Level 3 Accounting
- EDI Level 3 Certificates in Accounting and Accounting (IAS)
- Diploma in Fashion Retail awarded by ABC
- Diploma in Financial Studies awarded by IFS
- iPRO Certificate and Diploma awarded by OCR.

From 2010

- Advanced diploma
- Progression diploma
- iMedia certificate and diploma awarded by OCR
- IB Certificate
- Cambridge PRE U
- Asset languages

Although tariff points can be accumulated in a variety of ways, not all of these will necessarily be acceptable for entry to a particular course. The achievement of a points score therefore does not give an automatic entitlement to entry, and many other factors are taken into account in the admissions process.
Always check the university requirements.

Web reference:

For tables of all the separate qualifications see **http://www.ucas.ac.uk/students/ucas_tariff/**.

1. Further information on OCR grades and tariff points can be found on the UCAS tariff section of **www.ucas.com**.
2. The free standing maths units include Additional Maths, Using and Applying Statistics, Working with Algebra and Graphical Techniques, Modelling with Calculus.
3. The points shown are for each Key Skills qualification – Application of Number, Communication and Information Technology.
4. The points for the International Baccalaureate (IB) came into effect for entry to HE in 2008 and are awarded to candidates who achieve the IB Diploma. Points range from 24 – 45. The lowest grades are on the tariff table. They rise in steps of 23/24 tariff points to a total of 768 for 45 points!

Disabled students

Disability does not stop young people going into higher education - with good planning most options can be achieved. Remember that learning difficulties, such as dyslexia, are classed as disabilities.

Case study

My name is James and I've recently graduated with a first class degree in Broadcasting. I studied for my A-Levels at Barton Peveril and still keep in contact there with people I know from my student governing days.

My experience at the college helped me to prepare for university in enabling me to develop my organisation and communication skills. I also learnt how to think at an academic level which I feel helped me more than studying the particular subjects I chose to study. The move to university is a major stage in most people's life and I got a lot of support during this period from family and advisers. I was also eligible for the Disabled Students' Allowance which paid for a brand new desktop PC and other equipment to help me to do my studies.

For anybody moving to university, I have one important tip – be yourself and use the support and any advice if you feel it's best for what you want to do. Don't be afraid of questioning some of the suggestions which you feel may not fit your circumstances. You are assessed for The Disabled Students' Allowance prior to university and I ended up with programmes and video hardware being bought but not being needed.

I really enjoyed university - I learnt about broadcasting but also about myself. The parties were fantastic and I made loads of friends whom I am still in touch with.

Universities and colleges are increasingly aware of the needs of disabled students and students with specific learning difficulties. And they can provide help in a number of ways.

Each university and college has a Disability Co-ordinator. You should contact this person as early as possible to discuss the support you need. They, and experts such as occupational therapists, can help you to decide what will work for you.

Give the Disability Co-ordinator as much information as you can so they can arrange all the help you need. You may find it helpful to contact specialist organisations for advice, for example, the Royal National Institute of the Blind (RNIB) or Scope. Remember that you can always change your support arrangements if they are not meeting your needs.

If you have to pay extra costs on your course because you have special needs, you may be able to claim Disabled Students' Allowance (DSA) on top of the standard student finance package. The DSA covers any study costs related to your disability and is not based on your income or the income of your family. You will not have to pay it back. If you live in England or Wales, your local authority is normally responsible for assessing whether you qualify for DSA and deciding how much you will get. If you live in Scotland, this will be the SAAS, and if you live in Northern Ireland it will be the Education and Libraries Board (Northern Ireland). DSA payments can either be sent to you, paid into your bank account, or paid direct to the organisation supplying the equipment or services you need. Please contact Student Finance England for more details (Student finance contact details are on page 33).

If you have a disability and you receive Income Support and other means-tested benefits (benefits that are assessed on your financial circumstances) you may also be able to get additional financial help through the Special Support Grant (only if you have an underlying entitlement to benefits e.g. lone parent, disabled etc). You don't have to pay this grant back.

Other financial help includes the Access to Learning Fund, Disability Living Allowance, and Incapacity Benefit. These are all paid on top of the standard student finance package. If you receive DSA, the university and college Disability Co-ordinator will be able to arrange support services for you, such as:

- a support worker;
- a mentor to go to for extra support;
- flexible coursework deadlines;
- information technology;
- specialist tuition to structure your work; and
- help to prepare for changes in your routine.

Once you have filled in your DSA application forms and your local authority says you are suitable for a needs assessment, they will put you in touch with your local needs assessment centre. If you need support for daily living, your local social services department will pay for this. You will need to talk to them at an early stage.

Student Finance England is now responsible for the student loans service; new students are now dealt with by the DIUS and the Student Loan Company. You should visit **http://www.direct.gov.uk/en/EducationAndLearning/index.htm** and go to the link to student finance. Check for further information and details on how to make an application for DSA funding

Information visits

'Applying to higher education: guidance for disabled people' (Skill) recommends that the best way to find out what a place is like is to visit it. If you have a disability which means that you have specific needs in terms of access, try to visit all the institutions you are seriously considering applying to. Many places welcome these informal 'information visits'. Try to visit during term time as you are more likely to meet other disabled students and you'll get a better idea of what the place is like.

Your application form

Most application forms ask you to give details of your needs if you are disabled. Many people worry that giving details of their disability at this stage may affect their application. Remember that the law protects you. Under part 4 of the Disability Discrimination Act (DDA), universities and colleges are not allowed to treat your application 'less favourably' because of your disability unless they have 'justification'. For more details, see the information booklet Disability Discrimination Act 1995 (Skill). There may still be a few cases where your chosen course cannot provide the facilities or access you need (for example, because of physical access problems). If this happens, ask UCAS to let you choose a replacement course. Some of the things you may want to consider are set out below.

- Be fair to yourself. Telling the institution in advance can help them to prepare and arrange support for you before the start of your course. You do not want to spend the first week of term setting up support.
- Be fair to the university or college. They may need to make changes or train staff before you arrive. They need time for this.
- Explain yourself. You may need to mention your disability to explain something else on your application. For example, your disability may have affected your school career, or you may have taken exams later than most other people.
- It is up to you what you write in your application. You should put down what you feel comfortable with. But beware of using terms that admissions tutors will not understand. The institution is interested in:
  - how your disability may affect your studies; and
  - what they need to know to give you the right support. If you cannot fill in the form yourself, ask someone to type or write your answers for you. They can then explain the reasons for this in the confidential report.

Selection interviews

If you are offered an interview, let the institution know whether you will need any particular arrangements, for example, an interpreter or extra time.

At the interview you may be asked about your disability, for example, about adapting course material to suit your needs. Be prepared to communicate clearly and confidently about possible problems and solutions. It is best if you have already discussed a lot of this at an information visit. You can ask for a disability co-ordinator to sit in at any selection interview you have.

If you do not receive an offer from an institution

The university or college may provide a reason for their decision either when they send the decision through, or at a later date. If you think you have been rejected because of your disability, you can contact the institution to find out. If the institution cannot provide the facilities or access you need, UCAS will let you choose a replacement course. Or, if you feel you have been unfairly rejected because of your disability, you may need to go through the internal complaints procedure. See the information booklet 'Making a complaint' (Skill).

If you do not receive any offers, or if you reject all your offers, you may qualify for UCAS Extra. See page 22 for more information about UCAS Extra and Clearing.

Useful sources of information

Into Higher Education - published by Skill (The National Bureau for Students with Disabilities)
Skill
Unit 3, Floor 3, Radisson Court
219 Long Lane
London SE1 4PR

Skill information helpline
Tuesday - 11.30am to 1.30pm
Thursday - 1.30pm to 3.30pm
Phone: 0800 328 5050
Textphone 18001 0800 328 5050
E-mail: info@skill.org.uk
Website: www.skill.org.uk

www.direct.gov.uk/studentfinance
From this website, you can download or ask for DSA application forms, as well as Bridging the Gap: a guide to the Disabled Students' Allowances in higher education - 2009/2010. The 2010/2011 edition will be available after March 2010

HOT TIPS

Hot tips
- Universities are likely to send you an additional needs form if they make you an offer. Make sure you send it back promptly as this will be used to ensure you get the support you need.

Student finance and support 2010

For many young people considering university, money is a major worry. Although your time at university is going to be fun, intellectually stimulating and rewarding, it is also likely to be a challenging time financially. Don't panic, as there is lots of financial support available for home students studying a full time undergraduate degree. For more information, visit www.direct.gov.uk/studentfinance.

What costs will I have to pay if I study full time at university?

There are two main types of expense while you are at university. You will need to pay for your tuition fees and your living expenses, for example rent, bills and food.

Tuition fees

These are the fees charged by the university to help meet the costs of providing your course. The good news is that you won't have to pay these upfront, but instead you can apply for a loan to cover the costs. The amount you borrow will depend on how much each university charges, but most universities will charge the maximum amount, which in 2010 will be £3,290.00. The money is paid by Student Finance England directly to your university. You won't be expected to repay the loan until the April after you finish the course, and when you are earning over £15,000. See page 17 for more information.

If you wanted to pay your tuition fees when you start, rather than taking out a loan, you can arrange to pay for your fees directly to the university.

Living costs

Your living costs will vary depending on where you decide to study, and where you live when you are studying.

What help can I get with living costs?

All students can apply for a Maintenance Loan to cover any living costs. The amount you can borrow will depend on where you decide to live and study; your household income; and whether you will receive the Maintenance Grant (see below). By 'household' we mean whoever you live with at the time you apply to university (for example, your parents). As this is a loan, you will have to pay the money back. Like the tuition fee loan, you won't have to repay any loans until the April after you finish the course, and when you're earning over £15,000.

2010/11 Maintenance loan rates

Staying at home	Living in London	Living elsewhere
£2,385 to £3,838	£4,988 to £6,928	£3,497 to £4,950

Maintenance Grants

Maintenance grants are for students from lower-income households, and these do not have to be repaid. If you receive a grant, the amount of maintenance loan you can borrow will reduce. Up to £2,906 is available (see support table).
Use the support calculator below to see what support you are entitled to.

University of Portsmouth Student Finance Centre

Bursaries

Bursaries are extra sources of help from your university or college. Institutions in England will offer at least a minimum bursary payment if you're getting the full Maintenance Grant and paying the full tuition fee. Many universities are offering more than the minimum bursary of £329, so check with your chosen university or visit www.ucas.com. Like the maintenance grant, bursaries do not have to be repaid.

How to apply

To apply for your Tuition Fee Loan, Maintenance Loan and Maintenance Grant visit www.direct.gov.uk/studentfinance. You apply online or using a PN1 Form. You will need to apply for each year of your course.

We recommend that you apply as soon as possible - check the website for the deadline.

2010/11 Support Table

Household income	Tuition Fee Loan	Maintenance Loan	Maintenance Grant
Up to £25,000	£3,290	£3,497	£2,906
Up to £32,000	£3,290	£4,197	£1,506
Up to £34,000	£3,290	£4,397	£1,106
Up to £40,000	£3,290	£4,595	£711
Up to £50,020	£3,290	£4,925	£50
Up to £50,778	£3,290	£4,950	-
Above £57,708	£3,290	£3,564	-

Repaying the student loan

You begin to repay your loan the April after you finish your course and are earning over £15,000 a year. For example, if you graduate in July 2013, you will begin to pay back your loan in April 2014. If you have taken out a tuition fee loan and a student loan for maintenance, the amount you owe will be added together. This means that your repayments will go towards paying off both loans. Your repayments will be 9% of your earnings above the threshold of £15,000. To give you a rough idea, someone earning £17,000 a year would pay back £15 a month (which is 9% of £2000). The repayment is taken directly from your salary (unless you are self-employed or you work abroad), like your National Insurance and Tax. If your income ever falls below £15,000, your repayments stop. If you still owe anything on your loan after 25 years, the debt is cancelled (except for any arrears).
You can choose to take breaks (up to two years in total) from making your loan repayments. These breaks are called 'repayment holidays'.

Part-time courses

If you're starting a part-time course in higher education, you could get financial help through the Fee Grant, Course Grant and other sources - depending on your circumstances. Speak directly to your chosen college or university, or visit www.direct.gov.uk/studentfinance

Extra funding and help

Help if you have a disability or a specific learning difficulty
If you have a disability you may be entitled to a Disabled Students' Allowance (DSA). The DSA is provided to help with any costs that you may incur while attending university and as a direct result of your disability. You will not have to pay this money back. The DSA is not income assessed, so you may be entitled to help even if you do not qualify for other grants and bursaries. For more information and to apply visit www.direct.gov.uk/studentfinance

Help if you have children or other dependants
Extra financial help may be available for people who want to study and who have dependants. For example, students with children may be able to get a Parents' Learning Allowance, and/or a Childcare Grant. Students who have an adult who depends on them financially may be able to get an Adult Dependants' Grant. To find out more, check out the 'Extra help' section on the Direct Gov website at www.direct.gov.uk/studentfinance.

Special Support Grant

If you are entitled to state benefits, for example Housing Benefit or Income Support, the Maintenance Grant (detailed in page 16) is called a Special Support Grant and is disregarded for benefit purposes. The Special Support Grant is income assessed.

Other financial support

PGCE Study: Teacher Training
If you are an eligible home or EU PGCE trainee, you may be entitled to a tax-free bursary while you train. The exact amount will depend on whether you take a primary or secondary PGCE and which subject you train to teach. The bursary is paid in instalments over a nine-month period. Visit www.tda.gov.uk for more information.

NHS Bursaries
NHS courses attract different kind of funding to other courses. Most home or EU students studying on an NHS course, which leads to professional registration, will have some or all of their tuition fees paid by the NHS. In addition, they are offered a number of non-repayable bursaries to help with living and study costs. For more information, visit www.nhsstudentgrants.co.uk .

Summary of the extra help available

Students with children or other dependants:

Grants (for people entering higher education in September 2010)	Maximum you can get
Childcare Grant (if you have one child)	£148.75 a week
Childcare Grant (if you have two or more children)	£255 a week
Parents' Learning Allowance	£1,508 a year
Adult Dependants' Grant	£2,642 a year

Full-time students with disabilities or specific learning difficulties (visit www.directgov.uk/studentfinance for the rates for part-time students)

Grants (for people entering higher education in September 2010)	Maximum you can get
Specialist equipment allowance	£5,161 (for the entire course)
Non-medical helper's allowance	£20,520 a year
Extra cost, e.g. tapes or Braille paper	£1,724 a year

Sponsorship, bursaries, scholarships and awards

Sponsorship is a way of receiving financial help, often from an employer, during your degree or HND. This is often in exchange for you working for your sponsor under a contract for certain periods. Increasingly it is the university bursaries, awards and scholarships that can supply the much needed funding, and sandwich courses can offer valuable work experience with pay.

Different forms of sponsorship

The most common forms of sponsorship are:

- a salary for each year of your course;
- a salary for a specific year (for example, a gap year, a sandwich work placement or your final year); or
- a bursary payment during term time, plus a salary for vacation work.

Employers sponsor students for several reasons, for example:

- as a way of recruiting high-fliers who may be hard to attract after graduation; or
- in areas where they usually have difficulty recruiting staff. Your sponsor may expect you to join the company after your course, and some insist that you work for them for a minimum period once you have finished training. However, sponsorships do not necessarily guarantee you a job.

Who might offer sponsorship?

A wide range of organisations may offer sponsorship, including private companies, professional organisations, government departments and local authorities. The main subject areas which attract sponsorship include engineering, pure and applied science, accountancy, economics and computer science. But you may also find sponsors in occupational areas such as retailing, finance and business.

Advantages and disadvantages

The security of having an employer throughout your degree is very tempting but there may also be disadvantages to committing yourself before you have completed your studies. Take time to weigh up the pros and cons. With the credit crunch, this type of commitment from employers is likely to be affected.

When should I apply?

The best time to apply for sponsorship depends on the company you want to approach. However, you should do your research during the first year of your A-level studies. You then apply for your course in the normal way, but if the sponsor wants you to complete a year in employment first, you may need to defer your university course for a year.

Bursaries, scholarships and awards

With some careful research it may be possible to find a generous amount of extra funding to help with university expenses. Many are non-repayable and available from the universities, either for specific courses or circumstances.

In addition to the mandatory maintenance bursaries paid to students who are in receipt of a maximum student award for tuition fees, there may also be bursaries for excellence, courses in shortage areas, or for students who are the first of their family to access higher education.

Scholarships are another source of finance that may be offered by charitable trusts, university departments or some companies. These can be for academic achievement during the course.

Where should I look for information?

- **Guide to Student Money 2010**
  Trotman (April 2009) a guide to sources of finance and managing your money.
- **University Scholarships, Awards and Bursaries**
  Trotman (Sep 2009)
- **The Educational Grants Directory 2009/10**
  Published by the Council for Social Change (New Mar 2009)
- **The Sports Funding Guide**
  Published by the Council for Social Change (New Apr 2009)

For up-to-date information on sponsorships and funding, visit the website **http://bursarymap.direct.gov.uk/**

Hot tip

- **Get on the web!** Check out company websites, as these can be a valuable source of information. Also visit **www.studentmoney.org**.

European Union (EU) students

The cost of providing college and university courses in England and Wales is met mostly by the UK Government and partly by the tuition fees which you will have to pay. Many EU nationals or children of EU nationals are entitled to help in paying some or all of their fees. Exactly how much you get depends on your income and your family's income.

The UK Government will only provide funds to EU students from the UK in relation to tuition fees. But you may be able to get other funding from your own education authority. You should contact them directly to find out whether they can help. For more information, see **www.direct.gov.uk** or contact the EU team call centre on **01325 391199.**

Other overseas students

If you have entered the UK on a student visa, you will be classed as an overseas student. This means that you will not be entitled to financial help from the UK Government and must be able to pay your own fees and living expenses. Fees for overseas students are much higher than fees for home students.

Fees are often listed on the institutions' websites. If you are a student from another country, you should still apply for university places through the UCAS system (see page 11).

Refugee students

If the Home Office has given you full refugee status, you will be treated as a home student immediately. This means that you can apply for help with fees and use the student loan system to cover your living expenses (see pages 16 and 17).

RETAS (the Refugee Education and Training Advisory Service) has an e-mail advice service on their website at **www.education-action.org**

This information is only a guide. If you are not sure whether you qualify to study in the UK, or to apply for funding to study, please contact the student adviser or student counsellor at your school or college.

Hot tip

- A higher education qualification gained outside the EU does not automatically give you entry into a UK university or college. The UK NARIC (National Recognition Information Centre) is the national agency for the Government and provides official information on international qualifications from over 180 countries. Visit **www.naric.org.uk** for information.

English language levels

This table shows what level of English language you need to study a higher education qualification in the UK.

Level	Description	UK Qualifications	IELTS	More information
Entry level 1, 2 or 3	No knowledge of, or a basic or low level of, English		3.0	
Level 1	Intermediate level of English	NVQ level 1 GCSE grade D to G	4.0	An NVQ qualification shows that you are competent.
Level 2	High intermediate level of English	NVQ level 2 GCSE grade A* to C	5.0	
Level 3	Advanced level of English	A level NVQ level 3	5.5 With this level of English you may apply to study a degree. However, you will need to complete a foundation year first. This applies to most universities in the UK.	Many countries have a different education system to the UK. Students from different parts of the world may need another year of study before they can start an undergraduate programme at a UK university. This helps prepare students for the UK higher education system of undergraduate study. This is a one-year study programme designed to help you access a wide range of undergraduate programmes at many UK higher education institutions (HEI).
Level 4	Proficient in English	NVQ level 4 or 5 Higher education qualifications: Certificates of HE Diplomas of higher education Higher national diplomas	6.0 - 6.5 With this level of English language you can apply to go directly onto a three-year degree course.	

Your personal statement

Hundreds of students may be applying for the same course with similar qualifications.

Your personal statement is your chance to say 'choose me because...'

Hot tips

- Find out as much as possible about the course that you want to study.
- Most importantly, be honest in your statement. Admissions tutors are experienced at guessing those that are less than accurate! Remember that if you are called for an interview, you might be asked questions based on your personal statement.
- Remember to checkout the entry profiles on **www.ucas.ac.uk** whenever you see "EP" next to a course title when doing a search.

The UCAS personal statement has to fit onto 47 lines of text using Times New Roman (12 font). This is approximately 500 words or 4,000 characters including spaces. These lines could change your life so it is worth spending time making it as good as you possibly can.

The more oversubscribed the course, the more likely admissions tutors will place a very strong emphasis on what you write.

You need to make your personal statement persuasive and unique. Think about:

- your choice of course;
- work experience;
- school and college experience;
- experience outside school;
- sporting involvement; and
- the concluding statement.

Most courses do not interview everyone applying so this is your chance to make a positive impression.

The following steps should help you to write that perfect statement.

1 Choosing a course

Here are some examples of reasons why you chose the course and how you might broaden them in your statement.

Reason and explanations

- If you say that you enjoy the subject, explain why.
- Explain how any work experience helped you choose the course.
- Describe any specific interests that relate to the course you have chosen.

Try not to make a statement without developing it further.

2 Work experience

Think about the skills you gained and match them to the duties you carried out. Some key words to think about are:

- communication - listening and speaking;
- working independently;
- team work;
- working to deadlines;
- computer literacy;
- diplomacy;
- problem solving;
- using initiative;
- self discipline; and
- leadership.

The length of this section will depend on the type of course you are applying to. A vocational degree would need more information. You can also include voluntary work here.

3 Your school and college experience

This is your opportunity to show you are a well-rounded person who has a range of interests. These may be in drama production, playing a musical instrument, performing, helping staff, charity work, or voluntary work. Here are some examples of skills you might feel you have developed as a result:

Here are some examples of skills you might feel you have developed as a result.

- Independence
- Confidence
- Diplomacy
- Sensitivity
- Solving problems
- Empathy (understanding other people's feelings)

4 Experience outside school

Include anything you have done to show you have a range of interests. You might include awards like Duke of Edinburgh or a volunteering award. Include details of any relevant conferences, summer schools or workshops you have attended.

5 Sporting involvement

If you are involved in specific sports teams, mention them and again think of the skills you have developed though the activity. You may want to expand this section if you are applying for a related degree.

6 Concluding statement

The conclusion is the last impression you make upon the reader and is psychologically very powerful - don't waste this section.

This is where you can pull together the points you have mentioned earlier in your statement and bring the reader's attention back to either your choice of degree or your ability to be successful at university.

The statement should show that you:

- have the skills suited to university life;
- are somebody who will benefit from university; and
- are going to benefit from the course; and
- have an interesting personality.

A standard way to end is to summarise the whole personal statement and reinforce that you are capable and keen.

Expect to rewrite your statement several times to make sure it flows well and is free of typing and spelling mistakes.

Most importantly, be honest in your statement. Admissions tutors are experienced at guessing those that are less than accurate! Remember that if you are called for an inter--view, you might be asked questions based on your personal statement.

Words to avoid!

Admissions tutors have suggested that the following words can sound exaggerated or negative - try to avoid using them.

always	**fault**
never	**hate**
nothing	**mistake**
awful	**panic**
bad	**problems**

Interviews for higher education

Each institution and department has its own policy on interviews. Many will not interview people at all, while others (mostly vocational courses) may see most of the students who apply.

Hot tips

- If you want some interview advice, talk to students who have already had university interviews. You can also talk to a Connexions Personal adviser.
- A mock interview is a good idea. A teacher, relative or Connexions Personal adviser may be able to help.
- If you are looking for some ideas of types of questions you may be asked, try Heap 2010 University Degree Course Offers (Trotman). Next edition available early summer 2010.

Interviews are mainly given if:

- competition for places is high; or
- it is important to make sure the right type of person is applying for the course, for example, medicine, teaching and broadcasting.

If all those applying for a course are likely to have similarly high grades, the interview will decide who gets a place.

If you are invited for an interview, you will normally get at least a week's notice. At some institutions, interviews are part of the open day, while at others they are separate.

Preparing for your interview

- It is a good idea to try to keep up to date with current issues in your subject area. For example, you could keep relevant cuttings from quality newspapers and read them before your interview. You could also look at some of the professional journals that cover your area of study or chosen profession. Local reference libraries will have a selection of these.
- Read through the prospectus thoroughly. You can also ask for a departmental prospectus. Extra information may be available on the university website, and don't forget that subject departments often have their own websites too.
- Make sure you read through the copy of your UCAS application - in particular, what you said in your personal statement.
- Prepare anything you need to take with you, for example, your portfolio of artwork, or examples of coursework or essays.
- Plan your journey and allow plenty of time to get there. If you are going by public transport, make sure that you have directions to the university or college from the bus or train station.
- Decide what you are going to wear. You need to be smart and presentable, but you also want to be comfortable.

Your interview

- Interviews can last from five minutes to over an hour. You may be interviewed by just one person or a panel of two or three people.
- The interview may also include a group exercise or discussion. Or you may be asked to do a practical test, an exam, or some pieces of writing. You will be told in advance what format your interview will take.

Remember

- Interviews are two-way. They are also an opportunity for you to find out if the course and institution meet your needs.
- Interviewers understand that you may be nervous. Don't be scared to ask them to repeat a question or rephrase it if you don't understand.
- Avoid one-word answers. Try to give positive answers, but be careful not to waffle. If they ask you about a current or controversial issue, they will not expect you to have the perfect answer. But they will want you to show that you understand some of the main issues involved.
- They may ask you why you have chosen their course. You can prepare an answer to this before your interview.
- Be prepared to talk about the things that you have included on your personal statement.
- Some interviewers will ask about your interests and activities outside sixth form or college. This is because they are interested in getting students with wide-ranging interests onto their courses.

Questions you may be asked

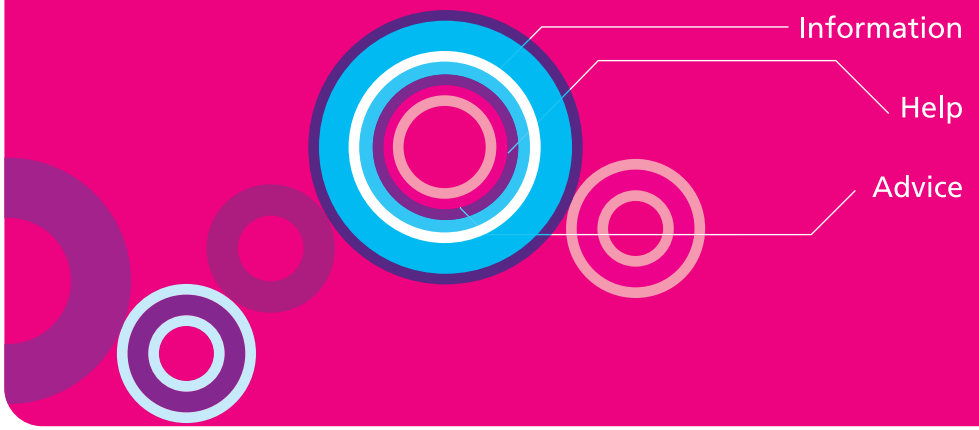
- Why have you chosen this subject?
- What factors influenced your choice of subject?
- Why do you want to come to this university or college?
- What are your views on… (a current or controversial issue relating to your chosen subject)?
- What do you know about … (a topic in your chosen field of study)?
- Do you have any experience to back up your choice of subject? (For some courses, work experience may be essential. You need to check this when you apply).
- What do you hope to do at the end of the course?

Questions you might like to ask

- How is the course assessed? Is it by coursework, continuous assessments or exams?
- How is the course taught? How many lectures, seminars and tutorials are there?
- What industry links does the department have?
- What have previous graduates of this course gone on to do?

But remember - do not ask too many questions about things that have been well covered in course literature or a talk given on the open day. This will just give the impression that you haven't read the information or didn't listen.

UCAS Extra and Clearing



UCAS Extra

If you have not received any offers, or have rejected all your offers, UCAS Extra , which runs from late February to early July, will help you to make extra choices. This means that you will not have to wait until Clearing to find a place. Applications are for one course at a time.

Clearing

If you do not get the grades you need for the courses you have accepted conditional offers from, you can use the UCAS Clearing system to compete for a place at other institutions. The process starts in mid-August as soon as the A level results have been sent out.

UCAS will NOT automatically inform you by post if you qualify for Clearing - you will need to check Track on the UCAS website to see if you are eligible. See the UCAS website for further information.
www.ucas.com/stiudents/nextsteps/clearing

Hot tips

- Course vacancies are advertised in many places, often before the exam results are published. Check the national press UCAS and the internet.
- Universities and colleges will use their own websites to advertise new courses and courses with places available.
- If you want to talk over your options with an experienced personal adviser, contact Connexions.
- Make sure you are around when your results are published and for the couple of weeks after, in case you need to apply through Clearing.

Exam	Results available 2010	Results available 2011*
A level/AS level	Thursday 19 August	Thursday 18 August
BTEC	End of July (check the exact date with your school or college)	End of July (check the exact date with your school or college)
IB	Early July	Early July
Art Foundation	Mid June (end of course)	Mid June (end of course)
GCSE/VGCSE	Tuesday 24 August	Thursday 25 August

* Provisional

Improving your chances of success through Clearing

- This can be a stressful time, but try to stay calm. There will be lots of people trying to contact colleges and universities.
- Use post-results advice services. Connexions personal advisers understand the UCAS system and will help you to weigh up your options.
- You will need to make some important decisions fairly quickly, so contact Connexions as soon as you can after you get your results.
- Do something on the first day as most course vacancies are filled in the first couple of weeks.
- Do your research thoroughly. If possible, arrange to visit institutions and discuss courses before you make your final decision. Don't feel you have to accept the first offer you receive.
- Contact the admissions tutor for any course you are considering. Be prepared to talk about your application over the phone. When phoning, always have your UCAS Clearing number with you.
- Be enthusiastic about the course and institution.
- Make sure you are aware of how the electronic Clearing system works and look at Track regularly if you need to find an alternative place.
- UCAS applicants who have achieved better results than required for the offer they accepted, will (for up to five days) be able to look for an alternative course that has places available, whilst still holding their original choice. This is known as Adjustment
- Further details about Extra and Clearing will be available from UCAS nearer the time on www.ucas.com.

Thinking of taking a year out?

Hot tips

- Plan early for your year out and be sure to check out how deferring your entry will affect your funding.
- On your UCAS application, explain how you hope to spend your year out.
- If you change your mind about your career or university choice you can always contact a Connexions personal adviser at your college, or ring your local Connexions service.

More and more students are choosing to take a year out after sixth form or college before moving on to university or into a job. Most universities and employers approve of this.

How to make your year out really count

What you do is up to you. In a year you may have the chance to do more than one thing.

Some popular activities include:

- travelling to different countries;
- gaining work experience;
- doing voluntary work;
- developing language skills;
- getting a job to gain money to help pay for a higher education course; and
- taking part in environmental projects.

Travel

Going abroad can really broaden your horizons. To make the most of your trip, you will need to plan well. Here are some things to consider.

- Will you have a single destination or are you planning a round trip?
- How are you going to pay for your trip?
- Will you need a visa, work permit or vaccinations?
- When will you arrange your travel and health insurance?

Work experience

For some students, taking a year out is about getting work experience which is relevant to their choice of university course or future career. It is also a chance to gain new skills and experience, and possibly extra qualifications. Others may use the year to earn money to help pay for their time at university.

Preparing for your year out

Whatever you decide to do in your year out, you will need to plan carefully and as early as possible (up to a year in advance). Make a list of what you will need to prepare.

You may find the following questions helpful.

- Do you want to do several activities in a year? Gap-year schemes vary in length. Some last a year, others a few weeks or months. If you are going to combine activities, you will need to consider how to make the most of your time.
- How much will it cost?
- Is there an age limit? For some gap-year schemes (for example, those involving children), you will need to be over 19.
- Are there any special conditions, for example, a driving licence, language skills or relevant experience?

Returning to study

Most students have no problem returning to their studies, as their year out has given them a break and they look forward to returning to learning. However, a year out will provide many new experiences and bring you into contact with a wider range of people. These experiences may influence your long-term plans and may mean new career choices or a change of course at university. You may decide that university is no longer the best option and want to consider the alternatives. If you do have a change of plan, you can get independent career guidance from your local Connexions personal adviser.

Applying to university

It is sensible to apply to university in your second year at sixth form or college, even if you plan to take a year out. Research your choice of degree courses carefully and fill in your UCAS form, asking for 'deferred entry'.

You can apply (or reapply if necessary) during your year out, but make sure you are available for interviews.

Your UCAS personal statement

If you fill in your UCAS form before you start your year out, explain carefully your reasons for deferred entry and your plans for your year out. If you apply to university during your year out, you can write about what you are doing.

If you are considering getting a job before you move on to a higher education course, read page 25 'Thinking about getting a job?' pages in this brochure.

Useful websites

There is so much choice in how to spend your year out.

- Visit **www.yearoutgroup.org** for information about over 35 specialist organisations.
- Or, if a year in industry appeals to you, try **www.yini.org.uk**
- If you are looking to spend your year abroad, you should check out **www.gapyear.com** and **www.gapwork.com**
- Visit the 'free time' section of your local Connexions website (see back cover).

Work experience and volunteering

Work experience and volunteering are valuable additions to your CV.

Universities and employers value students who have practical experience and some insight into the world of work.

Hot tips

- For some degrees, you must have done work experience, for example, teaching. To give yourself enough time to take part in work experience, you should look into this early.
- Remember to include any voluntary work you have done on your UCAS personal statement.

As you now have some educational qualifications (and perhaps already some work experience) to draw on, you can usefully take on work experience or shadowing which is related to your career goals.

What are your reasons for wanting a placement?

- To gain information for a specific project.
- To find out more about a career which interests you.
- To gain the experience you need to support your application to a particular higher education course (for example, medicine, dentistry, teaching or physiotherapy).

Your school or college may have staff who organise placements. They can guide you through the process of choosing a placement and how to get the most out of it.

Volunteering

You can also get valuable insights and experience through voluntary activities and part-time jobs. For example, if you are considering a career in teaching, you could arrange to spend one day a week at a local school or one evening a week helping at a local youth club. Volunteering is sometimes necessary for vocational courses.

'V' is a scheme that gives young people aged between 16 and 25 the chance to get voluntary work experience related to their career aims. Visit **www.wearev.com** for more information and **www.vinspired.com** for local opportunities.

Planning, arranging and completing work experience or voluntary work shows that you have interest, motivation and commitment. Higher education admissions tutors and employers are looking for people with these qualities.

The number of higher education courses including periods of work experience is increasing. Although work experience will make your course longer, it does offer advantages in terms of pay, developing skills and the chance to make some useful contacts.

It will improve your chances of finding a job and may even lead to a job offer. Research carried out by the Association of Graduate Recruiters showed that the skills which employers value most are:

- motivation and enthusiasm;
- team-working;
- oral communication;
- flexibility; and
- creativity.

Important skills identified as being in short supply included:

- personal communication;
- personal development;
- business awareness;
- oral communication; and
- problem-solving.

It is certainly worth looking at this list and considering how you could develop your skills. If you make the effort to plan for your future early on at university, you will benefit greatly when you come to apply for graduate jobs.

CVcreator

Load • Save • Print
Spell check • Email
Microsoft Word Compatible

Online CV creator

Your CV presents information about yourself and highlights your strengths and particular experiences.

Help is at hand to create the perfect CV with the new Connexions CV creator.

Check out the CV creator by clicking on the link on your local Connexions website (see page 25)

Thinking about getting a job?

Hot tip

- The job market has changed a great deal in recent years and the jobs that were once available to 18+ applicants are often taken by graduates. Consider applying for jobs advertised for GCSE candidates; or apprenticeship opportunities. With good qualifications and training there is a strong possibility of gaining promotion more rapidly.

Finding your first job takes a lot of thought and organisation.

Getting a job is just the beginning... be flexible, keep on learning new skills and be prepared to move to get a promotion.

If you are thinking of getting a job, it is best to look into the opportunities available about nine months to a year before leaving sixth form or college. For some planned training schemes, you may even need to start looking earlier. If you have left it to the last minute, don't panic. You still have time to make a plan of action.

If finding a job appeals to you, you should consider the following points.

- Think carefully about the type of work you would like to apply for.
- Prepare a Curriculum Vitae (CV) to send to companies with a covering letter. You can do this using the CV Creator facility on your local Connexions website:

  Hampshire
  www.hampshireconnexions.co.uk

  Isle of Wight
  www.connexions-isleofwight.org

  Portsmouth
  www.iyssportsmouth.info

  Southampton
  www.youngsouthampton.org

- Target the type of work you want and the area you want to work in. Look at job adverts in local newspapers and visit job-related websites.
- Your local Connexions service or Jobcentre Plus can help you with job seeking or you can register with specialist employment agencies.
- Be positive. Ask friends and relatives to look out for suitable vacancies. Approach employers you would like to work for, even if they are not advertising. Keep a record of who you've written to and when, their reply and any follow-up action you need to take.

An A4 sheet of paper divided into columns provides a simple chart that you can use to keep track of what you have done.

- There may be a Guide for Jobseekers in your area which gives more detailed advice on finding work. Ask your Careers Co-ordinator or Connexions personal adviser.
- Visit some of the job-related websites listed on page 32 (remember, you can create a CV online at your local Connexions website).

Employers' training programmes

Many employers offer in-house training programmes. One way to find out about these is to identify the major employers in your area and check out their websites or contact them directly.

If your job needs a professional qualification, an employer may give you time off during the week for further study. Others may expect you to study in your own time. Some employers might also sponsor you to study for a qualification, although you may first need to prove that you and the company will benefit.

Jobseeker's Allowance

While you are looking for work, you may be able to claim benefits. To find out more about Jobseeker's Allowance, visit your local Jobcentre Plus office to arrange a New Jobseeker interview.

Working for yourself

If you want to work for yourself or set up a business, you can have the support of a local enterprise coach from the Enterprise Gateway, free of charge. They will help you clarify your ideas, look at the options and have the confidence to take your business idea forwards. For more information visit **www.bringyourideastolife.co.uk**

Also visit **www.shell-livewire.org** for help and advice about starting a business.

jobcentreplus

Part of the Department for Work and Pensions

At Jobcentre Plus we aim to help more people into paid work.

Helping you find the career you've been looking for.

Helpful advice, useful links and a job search facility, visit www.jobcentreplus.gov.uk

Getting that job interview

Sell those key skills.

Whatever qualifications you have, you also need to identify your skills and look at how you can sell them to the person who will be reading your application form or CV.

Hot tip

- If you need some help to get started, use the SkillCheck program to identify your key skills and get job suggestions. Contact your local Connexions service for more information - to find them, visit www.hampshireconnexions.co.uk

Employers want to recruit staff who have the most suitable skills for the modern workplace. The three main skills are communication, numeracy and information technology. But don't forget the other important skills of problem-solving, teamworking and improving your own performance. Look in any local paper at the recruitment pages and you will see examples of the skills and qualities which companies need.

A sample taken from the jobs section of a recent regional evening newspaper shows that companies are looking for:

- numeracy skills;
- good organisational skills;
- good communication skills;
- self-motivation and the ability to work on your own;
- a flexible approach to your work;
- the ability to work as part of a team; and
- experience of using a computer.

Curriculum vitae (CV)

Your CV should set out and give details of the skills you have that are relevant to the type of work you are applying for. When planning your CV, you might find it helpful to list the skills which the job needs on a blank sheet of paper, and then think what evidence you can provide to show you have some or all of them.

For example, you could include:

- the skills you have learnt from your studies;
- your experience from part-time and holiday work (including positions of responsibility); and
- any skills you have developed through leisure activities, such as membership of sports teams, other organisations or voluntary work.

The first section of your CV should be a short summary (about two or three lines), written as if someone was talking about you. For example, a motivated and conscientious individual who is reliable and efficient. This gives the reader background information about you.

Visit **www.alec.co.uk** for some useful tips on making the best of your skills and some good examples of different types of CV. You can also visit your local Connexions website and use our online system to create your CV. **www.hampshireconnexions.co.uk**

If you are e-mailing your CV to an employer, make sure your e-mail address is sensible - an employer may not be impressed in replying to sillybilly@email.com!

Covering letter

You should send a covering letter with your CV when you apply for a job. This might be the first contact the employer has with you. Covering letters need to be set out correctly. They should be easy to read, printed in black ink and in a plain typeface.

Here are some more useful tips.

- Letters shouldn't be more than one side of A4 paper. Also, write using short paragraphs.
- If you start with 'Dear Sir or Madam', you must end with 'Yours faithfully'. If you start with 'Dear Mr, Mrs, Ms, Dr' (followed by their name), you must end the letter with 'Yours sincerely'.
- Make sure that the employer has all your correct details - including postcode, phone number, mobile number and e-mail address (if you have one).
- Make sure you check the spelling and grammar. It is a good idea to get someone to double check it for you, for example, a member of Connexions staff, a parent or a teacher.

Application forms

Many employers will ask you to fill in an application form rather than send in a CV. Follow these guidelines to make sure your application form gives a good impression.

- Read the details of the job again to make sure the job is definitely suitable for you. Read the job description and person specification. These describe what skills and personal qualities you need for the post.
- Take a photocopy of your application form so you can practise filling it in. Spend some time thinking about what skills and personal qualities you can offer the company.
- Read the form thoroughly so you understand what you are being asked to write for each question. Read any guidance notes that are provided carefully.
- Follow any instructions that are given, for example, 'use black ink' or 'write in BLOCK CAPITALS'. Fill in the application form as neatly as possible.
- Provide information in a chronological order. This means put your most recent education details, qualifications and job or work experience first (unless told to do otherwise).
- You will need an e-mail address if you are applying online. Make sure your e-mail address is appropriate and doesn't use strange or rude names.

The interview

If you have been invited to an interview it will be because you presented a good CV or application form. This is your chance to show an interviewer that you are the best candidate for the job.

The interviewer will form an opinion of you very quickly. Only 7% of that opinion will be formed by what you say. The rest will be on how you present yourself.
With some good pre-interview planning you can win the interview challenge.

Employers questions will usually fall into one of the following ten categories:

- your skills;
- about the employer;
- the job;
- your ambitions;
- your work history;
- your motivation;
- the product or service;
- team working;
- your personality and interests; or
- unusual questions.

Prepare answers for the main questions - for example, why do you want the job, what are your strengths and weaknesses, what are the main tasks in this job.

Try to quote real examples of when you've used certain skills - just saying you've got a skill isn't enough.

Follow these steps to make the most of yourself.

Pre-interview checklist

Have you:

- worked out how long the journey will take - don't be late;
- decided what you are going to wear;
- researched the organisation;
- found out what format the interview will take;
- printed out a copy of your CV or application;
- prepared answers to some typical interview questions;
- prepared some examples to where you have used skills relevant to the job;
- prepared two or three questions for the end of the interview.

Remember that you have gained skills in a variety of ways, not just in college courses.

At the interview

If you have followed the pre-interview checklist, you will have arrived in good time, dressed smartly and be looking alert and attentive.

You need to:

- keep calm and make sure you understand the question asked. Take your time if you need to think;
- sell yourself and be positive about yourself and your experiences;
- try to smile during the interview and make eye contact with the interviewer;
- remember to turn off your mobile phone!

Connexions Personal Advisers can help you with all these aspects of job hunting. To find out where to visit your local Connexions PAs, visit **www.hampshireconnexions.co.uk**.

Recommended reading

- The Times Ready Made CVs Dec 2008
- Winning CVs for the first-time job hunters Oct 2008
- Brilliant CV Nov 2007
- CVs and Applications May 2007
- Winning Interview Answers for First-Time Job Hunters Oct 2009

Apprenticeships - opening doors to a better future

Instead of committing yourself to full-time employment or education, you could combine work and training to get Nationally recognized qualifications.

Apprenticeships

Employers in the future will be expecting more and more qualifications and transferable skills from its workforce. Apprenticeships enable you to carry on learning and work to gain nationally recognised qualifications whilst earning money at the same time.

Apprenticeships are valued by employers who know that you've been trained in the skills they need.

Apprenticeships vary in content and size but generally take between one and four years to complete. As an apprentice you will be doing a real job for real employers. So you're paid while you learn.

All employed apprentices must receive a wage of at least £95 per week. A recent survey showed that the average wage per week for an apprentice is now around £170 and in some job roles around £210 per week. Pay can increase with experience and skills.

There may also be additional payments for books, clothing and equipment or to help employees with disabilities.

As an apprentice, you will receive the same benefits as other employees such as pension contributions, subsidised canteen and leisure facilities.

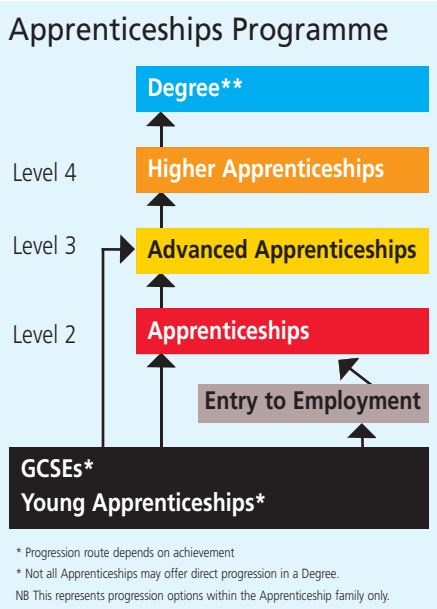
Most of the training takes place in the workplace with the support of experienced staff and assessors, off-the-job training on day release or over a number of days in a block.
Apprenticeships can be demanding but are very rewarding because they enable you to gain the skills employers want and they give you choices in your career.

There are two levels of apprenticeship: the first is equivalent to five GCSE passes at A*-C and the Advanced Apprenticeship which is equivalent to A level study.

Advanced apprentices work towards a work-based learning qualification such as a NVQ Level 3, Key Skills and in some cases a relevant technical certificate. To start this programme, you should ideally have five GCSEs (grade C or above) or have completed an Apprenticeship.

Once you have completed the training you can carry on working, maybe get promoted or go on to higher education in a college or university.

This is how you can progress:



To find out about progression to higher education visit www.ucas.com, use course search to check entry requirements, and also make contact with admissions tutors of higher education courses of interest to find out how the qualification you are working towards will be viewed and what level of achievement will be required.

Higher Apprenticeship programmes are available in the IT, engineering, purchasing and supply sectors, enabling apprentices to study for a Foundation Degree, learn valuable new skills and earn a living at the same time

Searching for vacancies

Apprenticeship vacancies online is a national apprenticeship vacancies system. It will enable you to search for and apply to any vacancies that match your interests.
You will also be able to manage your own applications online.

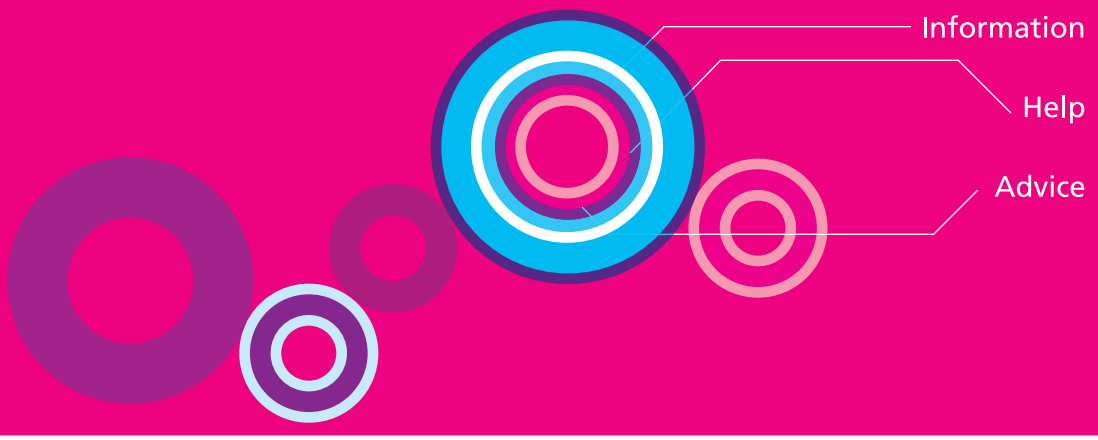
For more information on Apprenticeships and to register for the Vacancy Matching Service, go to **www.apprenticeships.org.uk**

HOT TIP

Hot tip

- start to look at all the options early in your final year.
- register on the Apprenticeships website,
- make sure your CV is up to date.
- look in your local newspaper to see the companies who are recruiting
- keep in touch with your Connexions adviser.

Sources of help and information



Connexions

Connexions aims to help all young people move smoothly into adult life. We provide information and advice to:

- all young people aged between 13 and 19; and
- young people up to the age of 25 with learning difficulties and disabilities.

Advice

Staff from your local Connexions service can help you make the right decisions about your future. Personal advisers have a wide range of knowledge about job opportunities and of further and higher education.

Information

Connexions can give you information about:

- Choices
- Education
- Free time (including volunteer work)
- Health
- Housing
- The law, your rights and citizenship
- Money
- Relationships
- Travel and transport
- Where to get help
- Work and training

Practical help

Connexions staff have lots of experience of working with young people. They can help you to:

- research information;
- identify suitable university and college courses;
- decide what to do after you get your exam results (by providing expert advice and information on course vacancies);
- identify local, national and international training and work opportunities;
- find information on job-market trends;
- arrange interviews for training and jobs;
- prepare your CVs, application forms and interview questions;
- make the most of your free time; and
- find sources of funding.

They can also contact other professionals for you.

Connexions Direct

If you do not want to speak to a personal adviser in person, you can get free information and advice from Connexions Direct - a telephone helpline and web-based service for young people. You can contact a Connexions Direct adviser on **080 800 13 2 19** or text on **07766 4 13 2 19**. (Calls from landlines are free, but mobile networks may charge you. In this case, please ask the adviser to call you back).

For more information, check out the website at **www.connexions-direct.com**.

Where to find help

Help is available throughout Hampshire, the Isle of Wight, Portsmouth and Southampton.

While you are still at school or college, you will find your Connexions personal advisers working in your school and college. Once you have left school you can contact personal advisers via the team bases. See the back cover for contact numbers.

Connexions access points can also be found on the websites:

Hampshire
www.hampshireconnexions.co.uk

Isle of Wight
www.connexions-isleofwight.org

Portsmouth
www.iyssportsmouth.info

Southampton
www.youngsouthampton.org

Information in other formats

Information about us and the services we provide is also available in:

- other languages;
- Braille; and
- large print.

AimHigher publications are also available in other languages.

What next after higher education?

The 'What do graduates do?' survey of 2009 shows that of the university graduates in 2008:

- 59.6% went into a job;
- 1.8% into overseas employment;
- 8.1% went on to work and study;
- 14.1% were undertaking further study at home or overseas;
- 7.9% were believed to be unemployed;
- 4.2% were unavailable for work; and
- 4.3% other.

These figures were gathered from 220,065 graduates, representing a 79.5% response rate.

Source - What do Graduates do? 2010 edition

For more information on what graduates do, visit www.prospects.ac.uk.

Graduate jobs

It was forecast that the situation would worsen for the graduates of 2008 as the recession bit into the employment market at all levels. AGR in their February 2009 update reported that employers were predicting a 5.4% decrease in vacancies in 2009 in sharp contrast to the previous summer's predicted increase of 11.7%.

In its report for the first six months of 2009 (July 2009), the Association of Graduate Recruiters (AGR) reported on a survey of 226 employers in 2009, graduate vacancies had a fall of 24.9%, whilst the average number of applications per vacancy has risen from 30.7 in 2008 to 48.8 in 2009. Competition is particularly fierce for those aiming for a job in banking or financial services with the sector not surprisingly the hardest hit with a projected 28% fall in jobs.

AGR reported the average graduate salary was frozen at £25,000 with the major recruiters predicting this situation to remain into 2010. In contrast of those graduates who reported their salaries in the DLHE survey suggested an average salary of £19,677, an increase of 2% from the previous year [1]

[1] Sources:
What Graduates Do - 2010 edition
AGR - Graduate recruitment survey 2009 - The Party's Over for Now At Least

Vacancies

The recession has seen its winners and losers in the graduate vacancy market.

The losers with decreases in vacancies:

- Business and financial sector, -1.2%
- Estate agents, -9%
- IT consultants, software professionals and computer programmers, -18%
- IT technician/helpdesk support, -15%

The winners with increases in vacancies:

- Medical practitioners or pre-registration house officers, +15%
- Nurses and midwives, +3%
- Physiotherapists, occupational therapists and speech therapists, +17%
- Secondary school teachers, +14%
- Social workers, +55%

There were on average 48 applications per graduate vacancy with an increase in the quality of applications, as job seekers improved their application techniques

Source - What do Graduates do? 2010 edition

Skills for working life

Although some employers want graduates with specific degree subjects, these only account for about 40% of graduate job opportunities. Most recruiters are looking for graduates in any subject who can show they have the skills and qualities to help them be successful in the organisation.

According to a survey of 500 Directors in October 2007, when recruiting, 64% said graduates' employability skills were more important to their organisation than the specific occupational, technical or academic knowledge/ skills associated with the graduate's degree.[1]

The Future Fit report echoes this view, stressing that employability skills are essential for all graduates in today's job market.[2]

[2] Future Fit: preparing graduates for the world of work, CBI, Universities UK and DIUS, 2009.
http://highereducation.cbi.org.uk/reports/00167/

HOT TIP

Hot tip

- Employers will assess your key skills carefully, no matter what is written on your CV or application form.
- To remain employable, you will need to be flexible and learn new skills throughout your working life.
- For more information, including examples of jobs entered by graduates from most main subject areas, see What Do Graduates Do? (UCAS). You could also visit **www.prospects.ac.uk** - the UK's official graduate careers website - and **www.personneltoday.com**.
- Make use of your university careers service. They will offer a programme of courses and presentations geared towards helping you to develop your skills and make decisions about your future.
- You can continue to use the university careers service after you graduate.

The Governments' target of ensuring that 40% of the UK workforce holds a degree by 2020 is supported by 40% of employers. However, over half expressed concern about the lack of 'hard skills' such as writing, literacy and leadership and 55% commenting on the lack of so -called 'soft skills' such as the ability to communicate well. This highlights the importance of developing key skills alongside academic ones.

Remember, your degree may be only a starting point in terms of learning. Many graduates will do further study or training after graduating. The Government's Labour Force Survey shows that although many graduates start their careers in non-graduate positions, by the time they are aged between 25 and 34, over 85% are in:

- professional occupations;
- associate professional or technical occupations; or
- management or senior official positions.

The world of work is constantly changing and you need to manage your own career development and learning throughout your life.

More graduates are now delaying applying for graduate jobs until after they have completed their courses. Instead, they are devoting their energies to achieving the best results they can before investigating their job options. Some employers have been offering financial incentives to attract new employees.

Useful websites

www.prospects.ac.uk
- for a wealth of careers information specific to graduates.

www.volunteering.org.uk
- Volunteering England

www.do-it.org.uk
- for local volunteering opportunities.

www.worldwidevolunteering.org.uk
- for international volunteering opportunities.

Many of the resources listed below will be available from your school or college.

You can also buy them from the Prospects at www.prospectseducationresources.co.uk.

These are just some of the wide range of books and software programs which provide more detailed information on your options after A level, AVCE, IB and BTEC National courses.

Reading list

Higher education

Choosing Your Degree Course and University
Sept 2010 (bi-annual)

Daily Telegraph Guide to UK universities
2010 July 2009

Getting into US and Canadian Universities
October 2008

Heap 2011: University Degree Course Offers
May 2010

Into Higher Education 2010
Nov 2009

UCAS Open Days Guide
Jan 2010

prospectuses and 'alternative' prospectuses (updated each year)

Visit www.springboard.co.uk

Student finance

Daily Telegraph Guide to Student Money 2011
July 2010

Financial Support for Students in Higher Education Free from the Department for Children, Schools and Families (updated each year)

Visit www.aimhigher.ac.uk for up-to-date information and advice on finance for higher education.

The world of work

Careers 2010
Oct 2009

Jobfile 2010 - 2011
April 2010

Jobs and Careers after A Levels
Nov 2007

Ultimate Psychometric Tests
Sept 2008

What Can I Do With No Degree?
Oct 2008

What Do Graduates Do? 2010
Nov 2009

Winning Cover Letters for First-Time Job Hunters
Oct 09

Winning CVs for First-Time Job Hunters
Oct 2008

Winning Interview Answers for First-Time Job Hunters
Oct 2009

Winning Interviews for First-Time Job Hunters
Oct 2008

You're Hired! CV
Jan 2009-10-22

You're Hired! Interview
Jan 2009

Gap year

Gap Year Guide Book 2010
Nov 2009

Summer Jobs Worldwide
Oct 2009

Work Your Way Around the World
Aug 2009

Software

Careerfinder
A range of Careers software

Higher Ideas
A database of higher education courses with several search facilities.

Kudos
Careers software

Odyssey Plus
A career information database.

Prefinio
Careers matching tool.

Pathfinder + HE
A complete careers guidance program with suggestions of higher education subjects and
courses.

SkillCheck
Identifies key skills and work-related skills.

Websites

The Internet offers a wide range of information on the options open to you when you leave sixth form or college.

Higher education

The Directgov website at www.directgov.uk (follow the links to Education & Learning then University & Higher Education) is now the gateway to UK higher education. Check out the pages which offer helpful advice on choosing courses, applying, student finance and links through to online prospectuses. For a helpful map feature which will link you to national and regional institutions, visit www.scit.wlv.ac.uk/ukinfo

For up-to-date information about the quality of higher education in UK universities and colleges, visit the following websites:- www.unistats.com and www.qaa.ac.uk,

Essential viewing for course information and application procedures is at **www.ucas.com**.

When it comes to finding specific courses there are several helpful sites such as **www.hotcourses.com** and **www.ukcoursefinder.com**.

The Aimhigher website at **www.aimhigherhants.ac.uk** provides a range of information on getting into higher education and links to important websites. This site is particularly useful if you're still not sure whether higher education is for you.

A foundation degree offers a mix of work related skills and academic study. Visit **www.foundationdegrees.org.uk** for more information.

You can get some ideas about writing your personal statement at **www.personalstatement.info** or **www.getintouni.com**.

HOT TIP

Hot tip
You will find revision and exam skill tips at the Education & Learning , 14-19 pages of **www.direct.gov.uk**.

Also see **www.revision-notes.co.uk**, **www.bubl.ac.uk** and **www.coursework.info**.

Visit **www.opendays.com** to check university visit dates and open days. **www.unofficial-guides.com** and **www.newstudent.org** are useful sites for choosing a college or a university.

If you have learning difficulties and disabilities, visit the 'Into HE' pages at **www.skill.org.uk** under the 'institutions tab'.

If you are not sure what to study, another useful tool is the Centigrade programme. Centigrade matches your strongest interests and abilities to the most likely suitable courses available. Visit **www.coa2.co.uk/centigrade/.** Please note there is a cost of £15 - £20.

Study abroad

www.careerseurope.co.uk has some very useful information on studying in Europe.

If you want to study in the USA, visit **www.fulbright.co.uk**. This includes essential information on the SAT preparation you will need before you can enter higher education in America. Also visit **www.educationindex.com** to track down higher education institutions in America.

www.idp.com provides information about applying for higher education in Australia, including a course search facility. Similarly check out the Association of Commonwealth Universities at **www.acu.ac.uk**.

If you are interested in other countries, **www.studylink.com** contains a database of undergraduate opportunities in the UK and abroad and **www.studyabroad.com** is a useful research tool.

Student finance

The National Union of Students offers excellent advice on money matters at **www.nus.org.uk/en/Student-Life**, as do **www.direct.gov.uk** (follow links to Education & Learning/Universities & HE/Student Finance) and **www.aimhigherhants.ac.uk**. You should also check out the budget planner at **www.hotcourses.com** and the money pages at **www.everythingyouwantedtoknow.com**. If you are looking for charities, visit: **www.funderfinder.org.uk** and **www.charitychoice.co.uk**. The government-endorsed Student Loan Company is at **www.slc.co.uk**.

And if you get into financial difficulty, visit **www.nationaldebtline.co.uk** or **www.cccs.co.uk**.

HOT TIP

Hot tip
If you are a British citizen planning to travel, study or live abroad, you should check the British Council's website at www.britishcouncil.org and also the Foreign and Commonwealth Office at **www.fco.gov.uk/travel**.

Because of increased security in America you will need to make sure well in advance that you have all the documents you need.

Foreign embassies can also be a good source of information on studying in their country.

Gap year

There is so much choice in how to spend your year out. **www.yearoutgroup.org** covers over 35 gap organisations. If you are looking to spend your year abroad, you should also check out **www.gapyear.com**. Or, if a year in industry appeals to you, try **www.yini.org.uk**.

The world of work and training

If you are planning to get into work sooner rather than later, have a look at the CV Creator on your local Connexions website. (See page 29)

For vacancy information, you could visit Jobcentre Plus at **www.jobcentreplus.gov.uk** and the national **www.direct.gov.uk** (Young People /Work & Careers section) . Both of these include occupational and training information. Other useful websites are **www.monster.co.uk, www.fish4.co.uk/jobs** and **www.totaljobs.com**

Also keep an eye on the Sector Skills Councils at **www.sscalliance.org**. These represent the training and skills needs of different industries and businesses.

If you are aged between 16 and 24 and are interested in apprenticeships, visit **www.apprenticeships.org.uk**
For information on specific careers, visit **www.connexions-direct.com/jobs4u/**

Careers Information Leaflets - E-CLIPS

These leaflets provide information about a wide range of topics from advice on making choices, information about jobs and courses and also help in your personal life issues. Leaflets about particular jobs have job descriptions, entry qualifications, the skills and experience you need to get that job and what training is available.

You will also find some useful leaflets on higher education, finance and sponsorship, by looking under 'General Information' then 'Education'

E-CLIPS can be accessed through any of the local Connexions websites.

Hampshire
www.hampshireconnexions.co.uk

Isle of Wight
www.connexions-isleofwight.org

Portsmouth
www.iyssportsmouth.info

Southampton
www.youngsouthampton.org

You need to know your school, college or Connexions service's postcode to access the site.

Hot tips
There are masses of job-hunting sites, but few (other than those mentioned) include vacancies specifically for school and college leavers. However, you may well find the following sites useful.
www.justjobs4students.co.uk
www.agencycentral.co.uk
www.alljobsuk.com
www.fish4.co.uk/jobs

Other useful sites for students
Department for Children, Schools and Families www.dcsf.gov.uk
The Government's website for public services www.direct.gov.uk
Life-Long Learning
www.lifelonglearning.co.uk
Graduate Teacher Training Registry
www.gttr.ac.uk
For an exciting taste of graduate careers opportunities, see
www.prospects.ac.uk,
www.get.hobsons.co.uk

HE student fFinance

Most applications and **all** new applications are now online through Student Finance England
www.studentfinanceengland.co.uk

For more information
www.direct.gov.uk/studentfinance

Applications

UCAS
Application requests
www.ucas.com/apply
Customer services
Phone: 0871 468 0 468

Overseas students

UKCISA (The UK Council for International Student Affairs)
Advice by phone only
Mon – Fri: 13:00 – 16:00
Phone: 020 7107 9922
Website: www.ukcisa.org.uk

The British Council
Information Centre
Bridgewater House
58 Whitworth Street
Manchester
M1 6BB
Phone: 0161 957 7755
9:00 – 17:30
E-mail: general.enquiries@britishcouncil.org
Website: www.britishcouncil.org

Education Action/RETAS (Refugee Education and Training Advisory Service)
CC3 16 Kennington Park
1-3 Brixton Road
London
SW9 6DE
Advice line: 020 7785 7217
E-mail: info@education-action.org
Website: www.education-action.org

Studying abroad

UK Erasmus National Agency
28 Park Place
Cardiff
CF10 3QE
Phone: 029 2039 7405
Email: erasmus@britishcouncil.org
Website: www.britishcouncil.org/erasmus

IAESTE, UK
International Association for the Exchange of Students for Technical Experience
British Council
10 Spring Gardens
London SW1A 2BN
Phone: 020 7389 4774
Email: iaeste@britishcouncil.org
Website www.iaeste.org.uk
or www.britishcouncil.org/learning-iaeste.htm

Leonardo
Phone: 0845 199 2929
Email: leonardo@ecotec.com
Website: www.leonardo.org.uk

Comenius
Phone: 0161 957 7755
Email: comenius@britishcouncil.org
Website: www.britishcouncil.org/comenius

Fulbright Commission
US Educational Advisory Service
62 Doughty Street
London
WC1N 2JZ
Phone: 020 7404 6994
Mon 13:30 - 17:00
Thu 13:30 - 17:00
Email: education@fulbright.co.uk
Website:
www.fulbright.co.uk/study-in-the-us

Your local Connexions service

Hampshire
Phone: 0845 603 5621*
Email: connexions@hants.gov.uk
Website: www.hampshireconnexions.co.uk

Visit our website or contact us for opening times.

Isle of Wight
Phone: 01983 823490
Website: www.iwight.com/connexions

Address: Youth Connexions, 29 High Street, Newport, Isle of Wight, PO30 1SS
Opening times:
Mon-Wed: 9.30am - 4.30pm
Thu: 9.30am-5pm
Fri: 9.30am - 4pm
Sat: 10am - 1pm

Portsmouth
Phone: 023 9273 2450
Email: iyss@portsmouthcc.gov.uk
Website: www.iyssportsmouth.info

Address (Portsmouth): Go For It Centre, Station Street, Portsmouth, PO1 1EQ (next to the Portsmouth and Southsea train station)
Opening times:
Mon and Tue: 9.30am - 4.30pm
Wed: 9.30am - 2.30pm
Thu: 9.30am - 4.30pm and 5pm - 7pm
Fri: 9.30am - 4.30pm

Address (Cosham): Go For It Centre, Medina House, 38 Medina Road, Cosham, PO6 3EX
Opening times:
Mon-Fri: 1pm - 4.30pm

Southampton Youth Support
East team
Phone: 023 8091 7753

West team
Phone: 023 8091 7739

Central or North team
Phone: 023 8091 7755

Email: youth.enquiries@southampton.gov.uk
Website: www.youngsouthampton.org

*Calls to 0845 numbers are free on some BT call plans but will cost between 4p (local rate) and 6p (national rate) per minute for BT customers not on a plan.
Calls made using other service providers or mobiles may cost more.
Alternatively call 01329 225398 - standard and local call rates apply to this number.

For a copy of this publication in another language or format (e.g. large print or in an audio format) please contact 01962 845304 or connexions@hants.gov.uk

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ISLE of WIGHT COUNCIL

SOUTHAMPTON CITY COUNCIL

Portsmouth CITY COUNCIL