

Applying to colleges

Student and parent guide to UCAS Progress



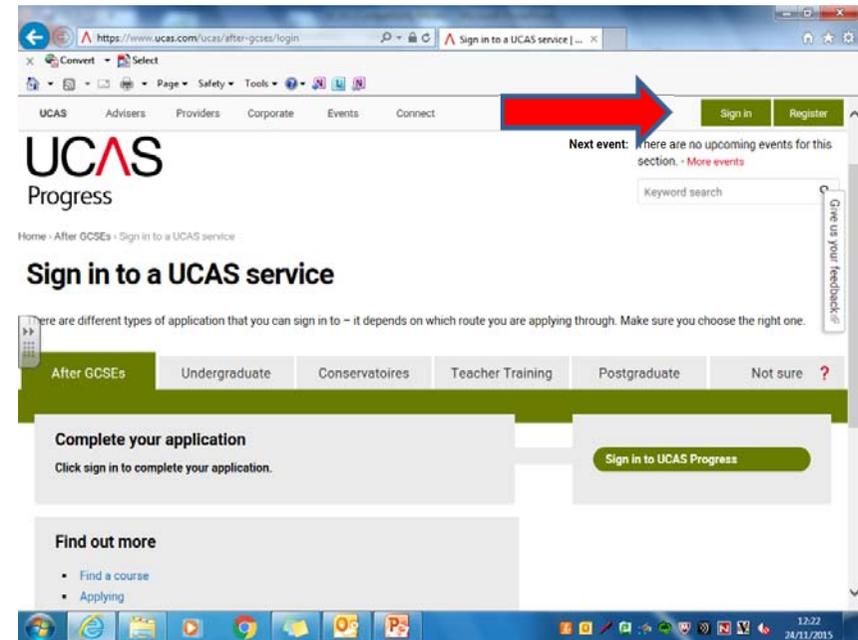
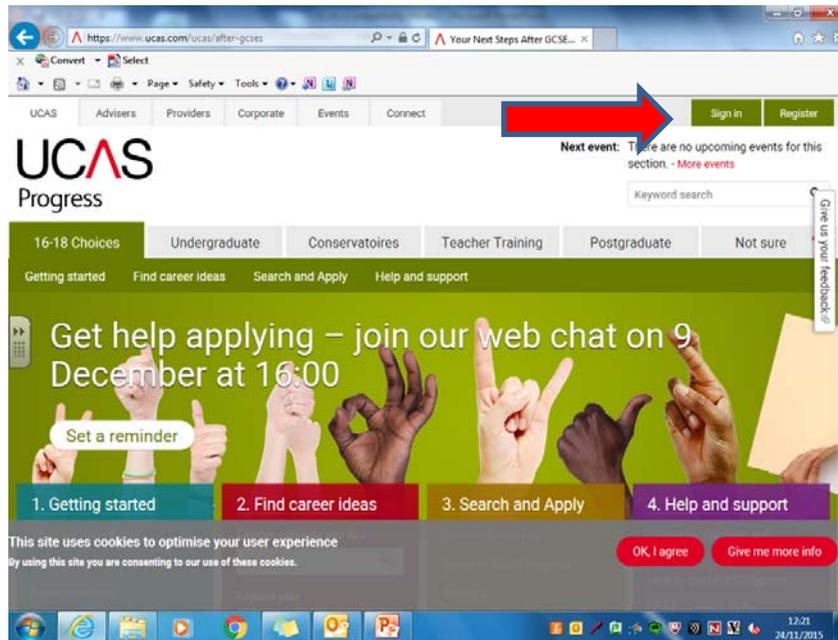
Getting started – Google UCAS Progress

The screenshot shows a Google search for "ucas progress" on a Windows 7 desktop. The search results are as follows:

- Privacy Reminder:** A notification from Google with a shield icon, stating "A privacy reminder from Google". It includes buttons for "I'LL READ THIS LATER" and "REVIEW".
- Search Result 1:**
 - Title:** Your Next Steps After GCSEs | UCAS Progress
 - URL:** <https://www.ucas.com/ucas/after-gcses>
 - Description:** There are so many options after you complete your GCSEs. Start here to find out what you could do next and search for opportunities. Sign in - What are my options? - Apprenticeships - Find career ideas
- Search Result 2:**
 - Title:** Sign in to a UCAS service | UCAS
 - URL:** <https://www.ucas.com/ucas/after-gcses/login>
 - Description:** Site search. Keywords. You are here: Home > After GCSEs > Sign in to a UCAS service ... or an adviser? Please go to the UCAS Progress for advisers' sign in.
- Search Result 3:**
 - Title:** UCAS Progress: Log on
 - URL:** <https://www.ucasprogress.com/authentication/logon>
 - Description:** Enter your username and password to log in. Logging in lets you save courses, fill out

The Windows taskbar at the bottom shows the time as 12:21 on 24/11/2015. The taskbar includes icons for Internet Explorer, File Explorer, VLC, Chrome, and Photoshop.

Sign in



Enter user name and password – Tutor can reset to password1

https://www.ucasprogress.com/Authentication/LogOn?ReturnU UCAS Progress: Log on

Cymraeg UCAS Progress We're a charity that believes in the power of education

FOR EVERY CHILD IN DANGER unicef UNITED KINGDOM

Search home Information hub

Log on

Username

Password

Log on

[Forgotten your password?](#)

[I don't have an account](#)

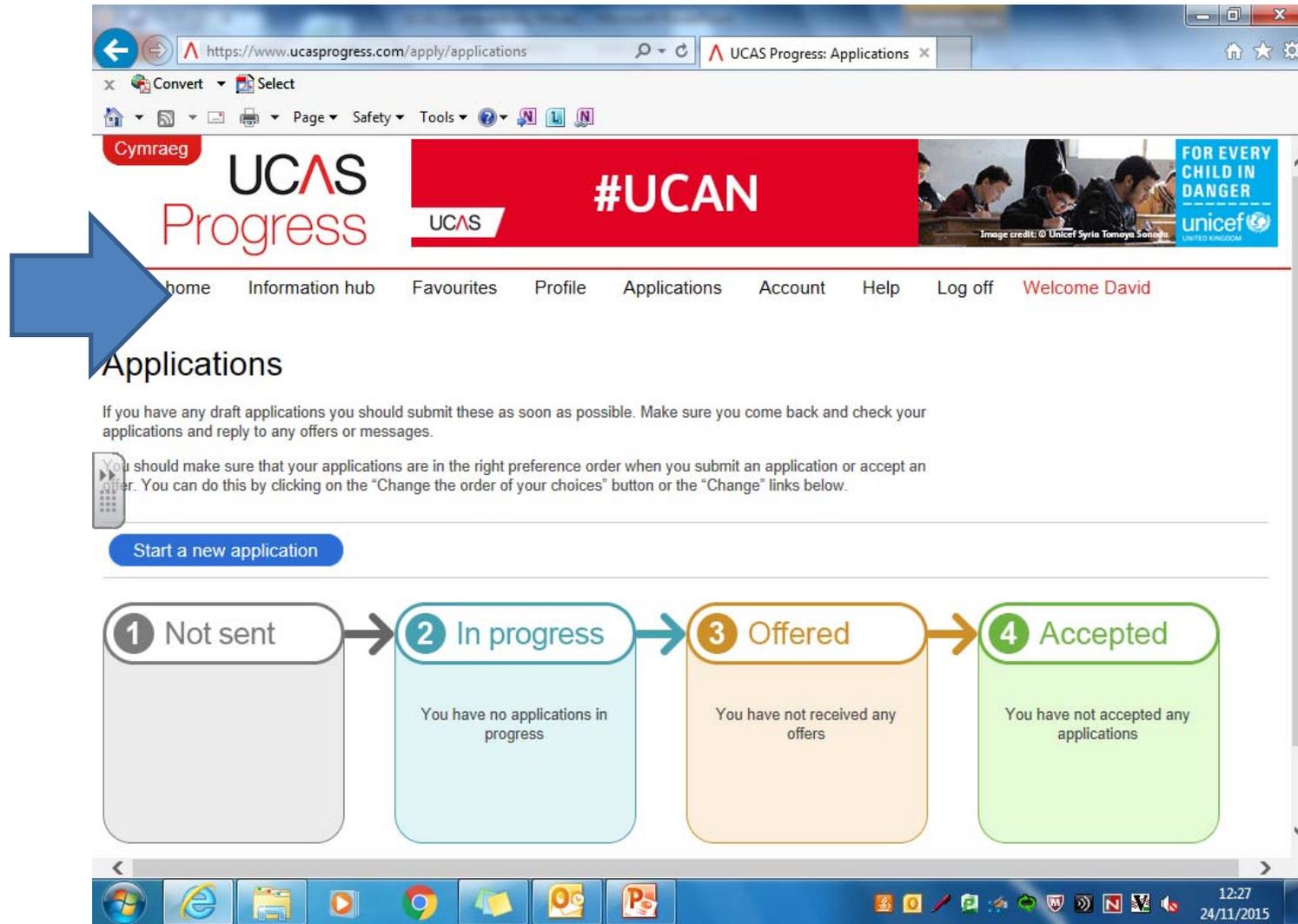
i Enter your username and password to log in.

Logging in lets you save courses, fill out your profile information, make applications, track your progress and respond to offers. You should keep checking your applications to see if you have any messages or offers to reply to.

If you've forgotten your password or don't have an account yet, then click the links on the left.

12:25
24/11/2015

Click on Search Home



The screenshot shows a web browser window at the URL <https://www.ucasprogress.com/apply/applications>. The page features the UCAS Progress logo, a red banner with the hashtag #UCAN, and a navigation menu with links for home, Information hub, Favourites, Profile, Applications, Account, Help, Log off, and Welcome David. A blue arrow points to the 'home' link. Below the navigation menu, the page title is 'Applications'. A message states: 'If you have any draft applications you should submit these as soon as possible. Make sure you come back and check your applications and reply to any offers or messages.' Below this, a smaller message says: 'You should make sure that your applications are in the right preference order when you submit an application or accept an offer. You can do this by clicking on the "Change the order of your choices" button or the "Change" links below.' A blue button labeled 'Start a new application' is visible. A progress flow diagram consists of four colored boxes connected by arrows: 1 Not sent (grey), 2 In progress (light blue), 3 Offered (orange), and 4 Accepted (light green). The 'In progress' box contains the text 'You have no applications in progress', the 'Offered' box contains 'You have not received any offers', and the 'Accepted' box contains 'You have not accepted any applications'. The Windows taskbar at the bottom shows the time as 12:27 on 24/11/2015.

Type in Post Code, College and course title

The screenshot shows a web browser window with the URL <https://www.ucasprogress.com/search>. The page features a navigation menu at the top with links for Search home, Information hub, Favourites, Profile, Applications, Account, Help, Log off, and Welcome David. The main content area is divided into several sections:

- Search for courses now!**: A search form with the following fields:
 - Where do you want to search?**: Input field containing "BN99JL".
 - Optional: How far away do you want to search?**: Radio buttons for "This area only", "1 mile", "5", "10" (selected), "20", and "40 miles".
 - Optional: Which learning provider do you want to study at?**: Input field containing "Sussex Downs College".
 - Optional: Which courses or subjects do you want to look at?**: Input field containing "Sport".A blue "Search" button is located below the form.
- Find out what you can do after GCSEs**: A green banner.
- Find out about careers advice in your area**: A purple banner.
- What are Cambridge Technicals?**: An orange banner.
- Revision tips... it's never too early to start**: A green banner featuring a hand holding a stopwatch.
- Top tips for getting the most out of open days.**: A green banner featuring a hand giving a thumbs up.

At the bottom of the page, there are two links: "Click here to view information and advice about choosing what to do and where to do it." and "Click here to find out how to get your courses on UCAS Progress Search". The Windows taskbar at the bottom shows the time as 12:29 on 24/11/2015.

Add the course to Favorites

The screenshot shows a web browser window displaying the UCAS Progress search results page. The search criteria are as follows:

- Where do you want to search?: BN99JL
- Optional: How far away do you want to search?: 10 miles
- Optional: Which learning provider do you want to study at?: Sussex Downs College
- Optional: Which courses or subjects do you want to look at?: Sport

The search results show 16 total results. The first four results are:

- Sport Academy Men's Football** at Sussex Downs College, Lewes Campus, 5.9 miles from search location, Start date: Next September. Buttons: Add to favourites, Other general qualification.
- Sport Academy Women's Netball** at Sussex Downs College, Lewes Campus, 5.9 miles from search location, Start date: Next September. Buttons: Add to favourites, Other general qualification.
- Sports Academy Men's Rugby** at Sussex Downs College, Lewes Campus, 5.9 miles from search location, Start date: Next September. Buttons: Add to favourites, Other general qualification.
- Physical Education (Sports Studies) A Level** at Sussex Downs College, Eastbourne Campus, 10.2 miles from search location, Start date: Next September. Buttons: Add to favourites, A level (AS/A2), Level 3.

A blue arrow points to the 'Add to favourites' button for the Physical Education course.

Check it is there

The screenshot shows a web browser window with the URL <https://www.ucasprogress.com/learner/favourites>. The page displays a list of qualifications from Sussex Downs College. At the top, there is a 'Diploma' entry with a start date of 'Next September'. Below it, the 'Sussex Downs College' logo is shown. The list includes three qualifications:

- Community Sports Leadership Award**: Lewes Campus, Start date: Next September. Options: 'Remove from favourites', 'Other general qualification', 'Level 2'.
- History A Level**: Lewes Campus, Start date: Next September. Options: 'Remove from favourites', 'A level (AS/A2)'.
- Physical Education A level**: Lewes Campus, Start date: Next September. Options: 'Remove from favourites', 'A level (AS/A2)', 'Level 3'.

A large blue arrow points to the 'Physical Education A level' entry. The browser's taskbar at the bottom shows the time as 12:32 on 24/11/2015.

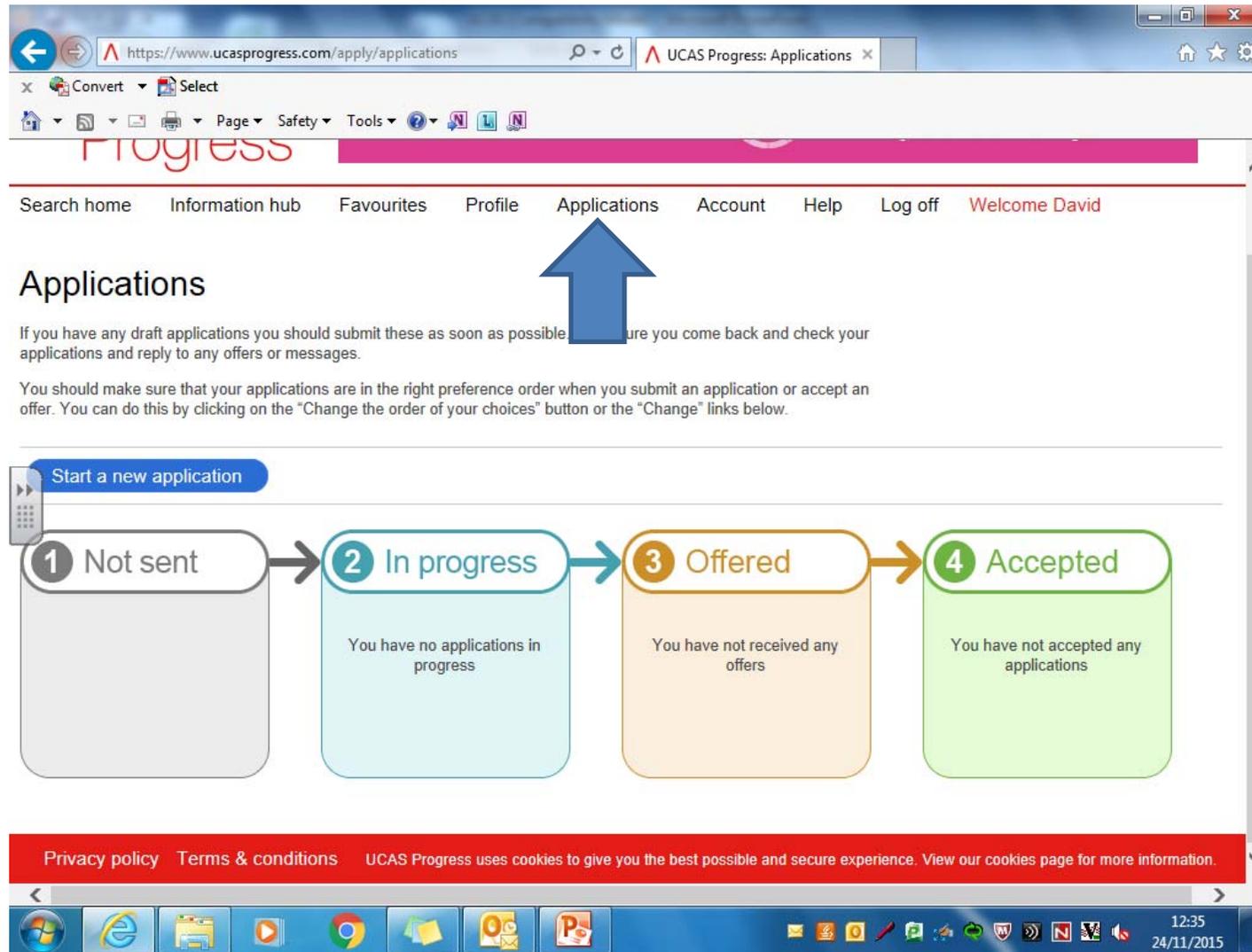
Complete ALL 5 sections, tutor will do reference

The screenshot shows a web browser window at the URL <https://www.ucasprogress.com/apply/profile>. The page displays the following information:

- Contact details:** Last updated: 23 October 2015
- Sections to complete before you apply:**
 - Personal information: Complete (green checkmark)
 - Qualifications: Complete (green checkmark)
 - Work history: Complete (green checkmark)
 - Personal statement: Incomplete (red exclamation mark)
- Sections your provider will complete for you:**
 - Reference: Incomplete (red exclamation mark)

The Windows taskbar at the bottom shows the time as 12:34 on 24/11/2015.

Click on Applications



The screenshot shows a web browser window at <https://www.ucasprogress.com/apply/applications>. The page title is "UCAS Progress: Applications". The navigation menu includes "Search home", "Information hub", "Favourites", "Profile", "Applications", "Account", "Help", "Log off", and "Welcome David". A blue arrow points to the "Applications" menu item.

Applications

If you have any draft applications you should submit these as soon as possible. Please ensure you come back and check your applications and reply to any offers or messages.

You should make sure that your applications are in the right preference order when you submit an application or accept an offer. You can do this by clicking on the "Change the order of your choices" button or the "Change" links below.

[Start a new application](#)

- 1 Not sent**
- 2 In progress**
You have no applications in progress
- 3 Offered**
You have not received any offers
- 4 Accepted**
You have not accepted any applications

Privacy policy | Terms & conditions | UCAS Progress uses cookies to give you the best possible and secure experience. View our cookies page for more information.

12:35
24/11/2015

Click on 'start a new application'

The screenshot shows a web browser window at the URL <https://www.ucasprogress.com/apply/application/make>. The page features the UCAS Progress logo and a pink banner with the text: "Waiting for an organ can take years. Registering as a donor takes just 2 minutes." and "#TimeToSign" with the website www.organdonation.nhs.uk/timetosign. A navigation menu includes "Search home", "Information hub", "Favourites", "Profile", "Applications", "Account", "Help", "Log off", and "Welcome David".

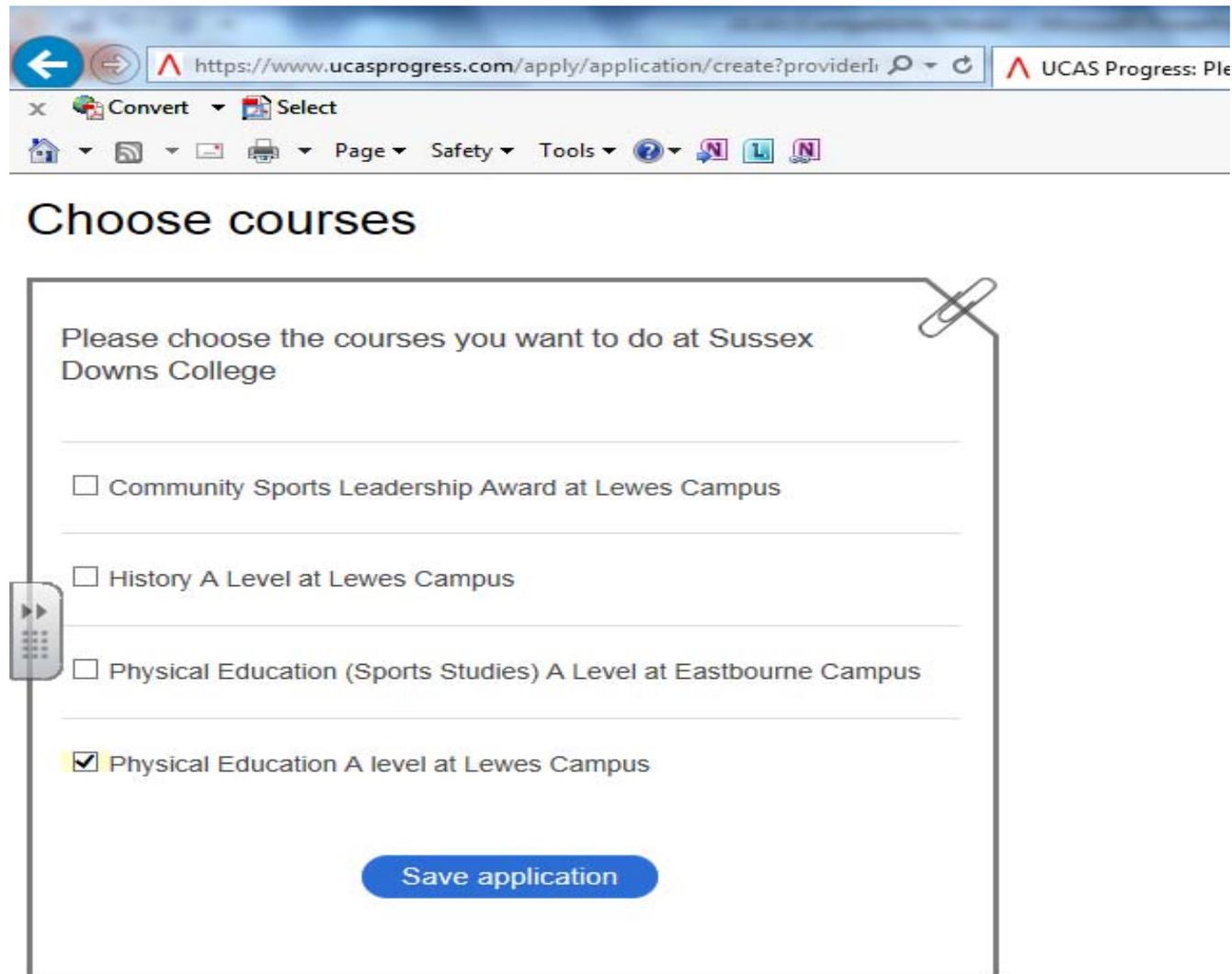
The main content area is titled "Choose provider" and contains a box with the following text: "Please choose who you want to apply to:". Below this, a note states: "Greyed out providers cannot be applied to through UCAS Progress. Please contact the provider directly." Two provider options are listed: "Brighton Hove and Sussex Sixth Form College - BHASVIC" (greyed out) and "Sussex Downs College" (highlighted in blue).

A red footer bar contains the text: "Privacy policy Terms & conditions UCAS Progress uses cookies to give you the best possible and secure experience. View our cookies page for more information." The Windows taskbar at the bottom shows the time as 12:36 on 24/11/2015.

Click on the College highlighted in BLUE – Accept and continue.

The screenshot shows a web browser window with the URL <https://www.ucasprogress.com/apply/application/beforeapply?pro>. The page features the UCAS Progress logo and a navigation menu with links: Search home, Information hub, Favourites, Profile, Applications, Account, Help, Log off, and Welcome David. A pink banner at the top right contains the text: "Waiting for an organ can take years. Registering as a donor takes just 2 minutes." and "#TimeToSign" with the website www.organdonation.nhs.uk/timetosign. Below the navigation, the heading "Further information" is followed by a card for "Sussex Downs College". The card contains the text: "Once you have submitted your application we will normally contact you via email. Please check you emails regularly for invitations to attend an interview." and a link "Click here" with an external icon. A blue button labeled "Accept and continue" is positioned at the bottom of the card. A red footer bar contains links for "Privacy policy" and "Terms & conditions" and a notice: "UCAS Progress uses cookies to give you the best possible and secure experience. View our cookies page for more information." The Windows taskbar at the bottom shows the time as 12:37 on 24/11/2015.

Click on the course and 'save application'



https://www.ucasprogress.com/apply/application/create?providerId UCAS Progress: Ple

Convert Select

Page Safety Tools

Choose courses

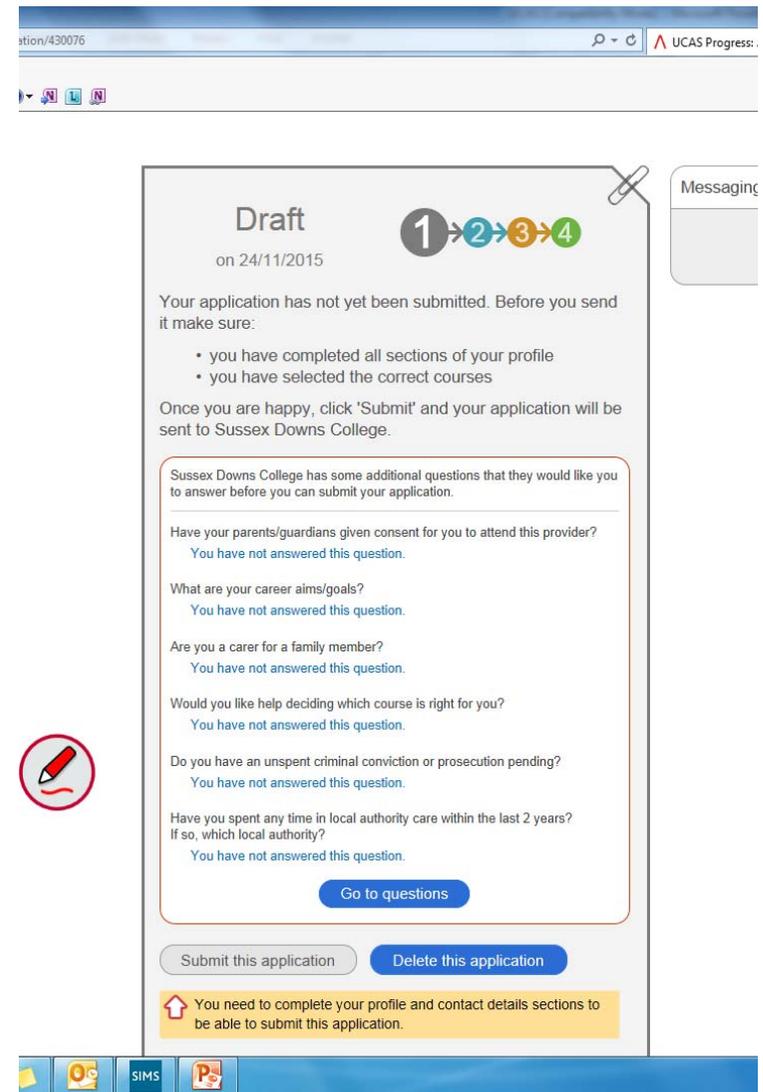
Please choose the courses you want to do at Sussex Downs College

- Community Sports Leadership Award at Lewes Campus
- History A Level at Lewes Campus
- Physical Education (Sports Studies) A Level at Eastbourne Campus
- Physical Education A level at Lewes Campus

[Save application](#)

Complete the questions

You can't submit an application until you have completed ALL of your profile



ation/430076 UCAS Progress

Draft 1→2→3→4
on 24/11/2015

Your application has not yet been submitted. Before you send it make sure:

- you have completed all sections of your profile
- you have selected the correct courses

Once you are happy, click 'Submit' and your application will be sent to Sussex Downs College.

Sussex Downs College has some additional questions that they would like you to answer before you can submit your application.

Have your parents/guardians given consent for you to attend this provider?
You have not answered this question.

What are your career aims/goals?
You have not answered this question.

Are you a carer for a family member?
You have not answered this question.

Would you like help deciding which course is right for you?
You have not answered this question.

Do you have an unspent criminal conviction or prosecution pending?
You have not answered this question.

Have you spent any time in local authority care within the last 2 years?
If so, which local authority?
You have not answered this question.

[Go to questions](#)

[Submit this application](#) [Delete this application](#)

 You need to complete your profile and contact details sections to be able to submit this application.

Once that is done you are good to go

ess.com/apply/application/430076 UCAS Progress: Application... x

Safety Tools

on 24/11/2015

Your application has not yet been submitted. Before you send it make sure:

- you have completed all sections of your profile
- you have selected the correct courses

Once you are happy, click 'Submit' and your application will be sent to Sussex Downs College.

Sussex Downs College has some additional questions that they would like you to answer before you can submit your application.

Have your parents/guardians given consent for you to attend this provider?
You have not answered this question.

What are your career aims/goals?
You have not answered this question.

Are you a carer for a family member?
You have not answered this question.

Would you like help deciding which course is right for you?
You have not answered this question.

Do you have an unspent criminal conviction or prosecution pending?
You have not answered this question.

Have you spent any time in local authority care within the last 2 years? If so, which local authority?
You have not answered this question.

[Go to questions](#)

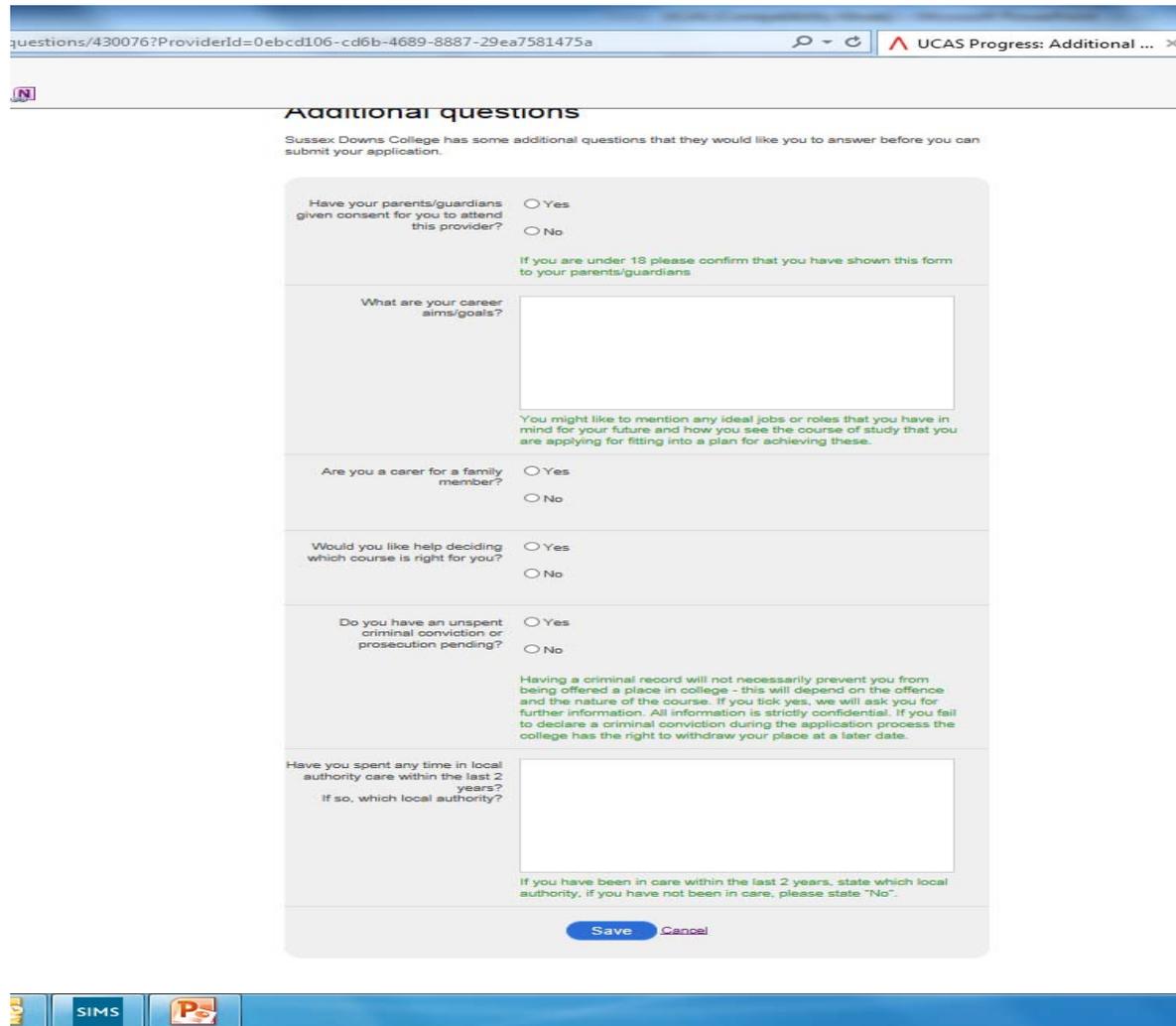
[Submit this application](#) [Delete this application](#)

Applying to Sussex Downs College

Physical Education A level at Lewes Campus [View details](#)

Personal information

They look like this .. Then click save



questions/430076?ProviderId=0ebcd106-cd6b-4689-8887-29ea7581475a UCAS Progress: Additional ...

Additional questions

Sussex Downs College has some additional questions that they would like you to answer before you can submit your application.

Have your parents/guardians given consent for you to attend this provider? Yes No

If you are under 18 please confirm that you have shown this form to your parents/guardians

What are your career aims/goals?

You might like to mention any ideal jobs or roles that you have in mind for your future and how you see the course of study that you are applying for fitting into a plan for achieving these.

Are you a carer for a family member? Yes No

Would you like help deciding which course is right for you? Yes No

Do you have an unspent criminal conviction or prosecution pending? Yes No

Having a criminal record will not necessarily prevent you from being offered a place in college – this will depend on the offence and the nature of the course. If you tick yes, we will ask you for further information. All information is strictly confidential. If you fail to declare a criminal conviction during the application process the college has the right to withdraw your place at a later date.

Have you spent any time in local authority care within the last 2 years? If so, which local authority?

If you have been in care within the last 2 years, state which local authority, if you have not been in care, please state "No".

Taskbar: SIMS, Ps

Submit your application!!

on 24/11/2015

Your application has not yet been submitted. Before you send it make sure:

- you have completed all sections of your profile
- you have selected the correct courses

Once you are happy, click 'Submit' and your application will be sent to Sussex Downs College.

Sussex Downs College has some additional questions that they would like you to answer before you can submit your application.

Have your parents/guardians given consent for you to attend this provider?
Yes

What are your career aims/goals?
no

Are you a carer for a family member?
No

Would you like help deciding which course is right for you?
No

Do you have an unspent criminal conviction or prosecution pending?
No

Have you spent any time in local authority care within the last 2 years?
If so, which local authority?
no

[Go to questions](#)

[Submit this application](#) [Delete this application](#)

Applying to: Sussex Downs College

Physical Education A level at Lewes Campus [View details](#)

Personal information

What could be quite handy ...

- **Work at home with parents/carers**
- **Ask your tutor to look over your application**
- **Speak to me if you need help**
- **Have your tutor complete the reference before sending it off**
- **Make sure you have the right level course**

Possible problems

- I have forgotten my password. We can reset it
- I am locked out. We can unlock you
- User name is incorrect or not recognised. I can resend it to you
- Use target grades for subjects
- Ask your tutor to look up information on SIMs
- Have a list of the information so parents/carers can tell you ... like your phone number, postcode etc.