



**KIRKLEES  
COLLEGE**



# **PARENTS/CARERS INFO BOOKLET**

**ABOUT HIGHER EDUCATION AND DEGREE LEVEL  
STUDY AT COLLEGE AND UNIVERSITY**

**2019 ENTRY**

# ABOUT THE PARENTS INFO BOOKLET

This booklet is a brief guide for parents and carers about what Higher Education (HE) is, as well as the application process and costs involved. It offers tips on how to help your son or daughter make well informed and realistic choices about their next steps, and a list of deadline dates in an Applications Calendar.

## WHAT IS HE?

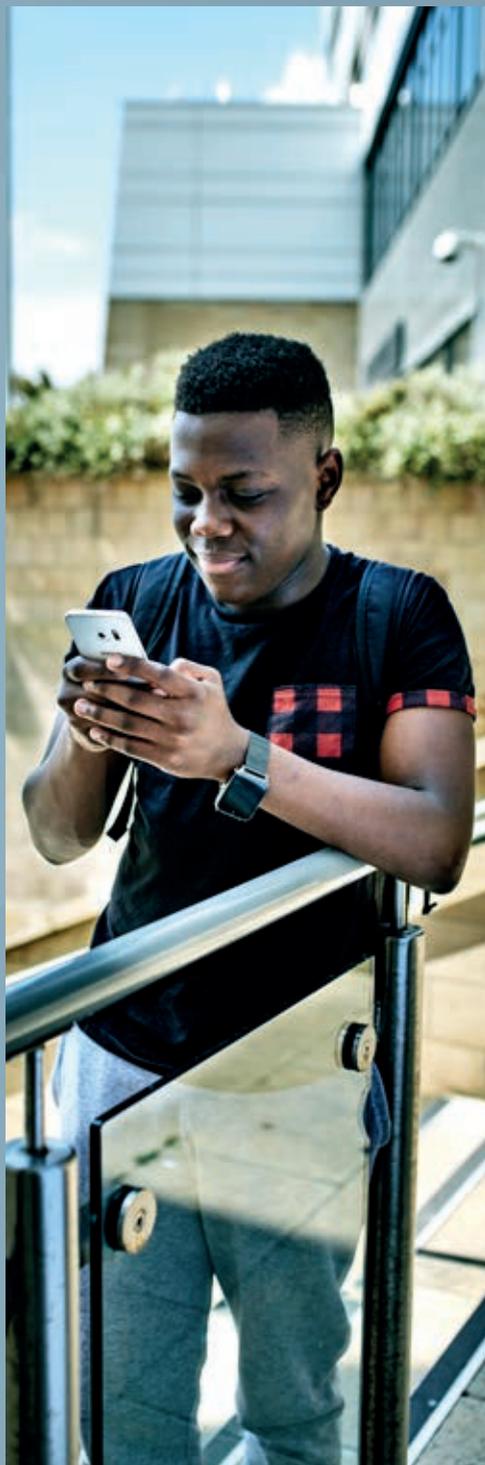
Students can progress onto Higher Education (HE) after completing a qualification at level 3, for example a Level 3 BTEC, A Levels, or equivalent.

Your son or daughter will apply for HE courses through the Universities and Colleges Admissions Service (UCAS).

The Higher Education qualifications they could apply for include degrees, Higher National Certificates/Diplomas (HNC/HND), a Diploma of Higher Education (DipHE), or a foundation degree depending on how long they would like to spend at university, what level qualification they need to get into their chosen career and what their predicted grades are.

Entry requirements vary so it is very important that your son or daughter knows what these are for each course they're applying for and if they are predicted to meet them.

Many HE institutions use the UCAS tariff. For more information about this and entry requirements for each HE course, visit [www.ucas.com](http://www.ucas.com)



# HOW YOU CAN HELP

There are over 37,000 undergraduate courses to choose from so doing lots of research is the key to choosing the right course. You can help your son or daughter to make informed and realistic choices by helping them with their research and talking to them about the information they have received.

## **Research online**

Search for undergraduate courses at universities and colleges on [www.ucas.com](http://www.ucas.com). This website gives a summary about what each course involves, entry requirements, fees and dates of when to apply. Follow a link from the UCAS search tool to the institution's own website to find more detailed information about the course, the campus and their facilities.

## **Open days**

Help your son or daughter to decide if they would feel happy studying at a particular university or college, and possibly living in that area, by taking them along to an open day. This will give them the chance to have a look around both the institution and the accommodation as well as speak to the

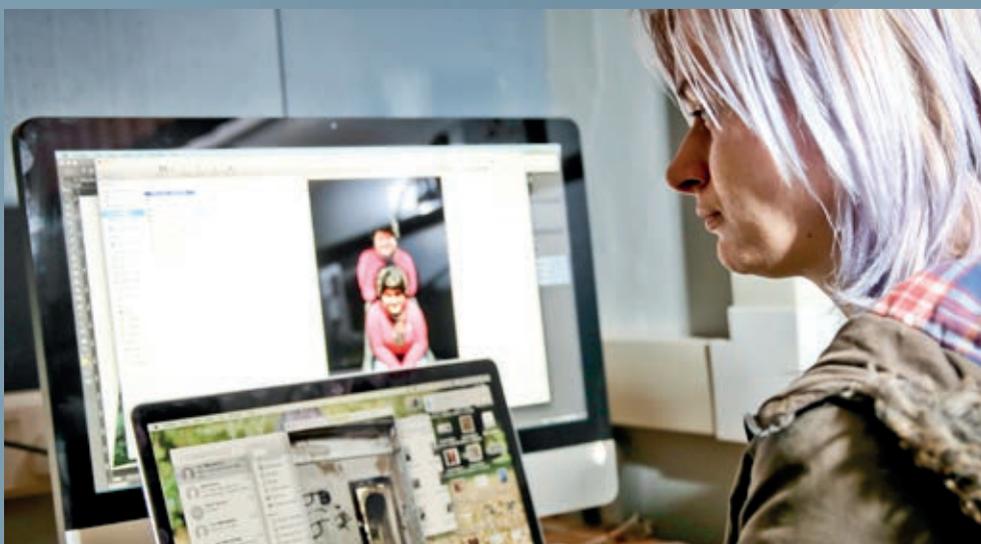
staff who will be teaching them. Use the UCAS open days search tool [www.ucas.com/opendays](http://www.ucas.com/opendays) for upcoming dates.

## **UCAS exhibitions**

If you can't take your son or daughter to visit all the Higher Education institutions they are interested in then take them along to a free UCAS exhibition. This will give them the opportunity to speak to lots of universities and colleges all in one place. For more details and how to book your place see [www.ucas.com/exhibitions](http://www.ucas.com/exhibitions).

## **Tasters**

Encourage them to attend a taster course to give them a real feel of what it would be like, especially if it is a subject they have never studied before.



# THE UCAS APPLICATION

Most applications for Higher Education courses at universities and colleges are made through UCAS. There are seven sections to the application form. Watching a short video guide at [www.ucas.com/fillinginyourapplication](http://www.ucas.com/fillinginyourapplication) will help you and your child to understand how to complete each one in detail.

A few things to note include:

## Registration

Firstly they will need to register for Apply – the UCAS online application system - on [www.ucas.com](http://www.ucas.com). They need to create a password after which Apply will generate a username. Before making an application they need the Kirklees College 'buzzword' which will be released closer to the time.

## Personal details

On this part of the form your son or daughter can grant you nominated access so that you can speak to UCAS on their behalf.

## Choices

Applicants can make up to five course choices (or four in the case of veterinary science, dentistry, or medicine). For 2019 entry it will cost £24 to apply through UCAS for more than one course and £18 for a single course.

## Education

The dates and results of all completed

qualifications are required as well as predicted grades for any outstanding qualifications. It is important that applicants provide information about any maths and English qualifications they are taking as well as their main subject area.

## Personal statement

This part of the form is where prospective students have to convince the college or university to offer them a place and is often the bit that students find to be the most difficult and time consuming. They can use up to 4,000 characters to explain their reasons for choosing the course, their career aims and the skills, qualities and experiences that make them not only right for the course but show their ability to complete it successfully.

Look at the UCAS video [www.ucas.com/personalstatement](http://www.ucas.com/personalstatement) for tips on what to include and how to structure it.



## WHAT HAPPENS ONCE THE APPLICATION HAS BEEN SENT?

Once they've sent their completed online application to UCAS they will receive a welcome email. They can use the information given in this email to sign into Track on the UCAS website and check the progress of their application.

Your son or daughter's application will be checked by UCAS for plagiarism and then sent onto their chosen institutions. The HE

institutions only get to see the applications that are meant for them and cannot see where else the applicant has applied to.

UCAS will email your son or daughter to let them know that a HE institution has been in contact about an interview, test, audition or decision, which they will be able to check through Track.

## REPLYING TO OFFERS

Once they have received a decision from each institution they've applied to, they must remember to accept or decline any offers that have been made. They can hold

onto two offers, one as their firm choice and the other as their insurance choice. Their insurance choice should be one asking for lower grades.

## WHAT HAPPENS IF THEY DON'T RECEIVE ANY OFFERS?

**Extra** - Your son or daughter will be eligible for Extra if they have applied for five courses, but received no offers or they have declined all offers received. It means they can apply for other courses that still have places available before the Clearing process starts in July. A button will appear on the 'Your Choices' section of Track if they are eligible for Extra. They can only apply for one course at a time through Extra so they need to contact the university or college to see if they will consider them before they apply for a new course choice on Track.

**Clearing** - Clearing opens on the 5th July and is available to students who still don't have any offers from universities or colleges, have not met the conditional offers

of their firm and insurance choices, so have lost these places, or have not applied to Higher Education through UCAS until now. Universities and colleges will advertise the vacancies they have left through Clearing on [wwwucas.com](http://wwwucas.com). Your child will need to ring the university or college directly about getting a place on the course so they should be ready to explain why they think it will be suitable.

**Adjustment** - If their results are better than expected they could look at Adjustment to find a different course, whilst holding their firm choice. Adjustment is only available for a few days and they should think carefully before registering. Look at [wwwucas.com](http://wwwucas.com) for more info.

# PAYING FOR HIGHER EDUCATION

**Tuition fees** - Currently, universities and colleges can charge up to £9,250 a year for full-time courses.

Fees don't have to be paid up-front. Students can take out a Tuition Fee Loan to cover all or part of their fees.

**Maintenance loans** - Maintenance loans cover living costs, such as accommodation, travel and food. The amount your son or daughter can borrow depends on your household income and whether they will be living at home or away whilst studying. You will need to declare your household income to receive the maximum amount available, although students can apply for a 65% maintenance loan without this being assessed.

**Applying for student loans** - Your son or daughter can usually apply for student finance in February. They do not need to wait to receive offers from universities and colleges before applying. They may need some help to provide their supporting evidence and send off their

signed declaration for their application to be processed swiftly.

**Repayment** - The amount they pay back each month is based on their earnings rather than how much they have borrowed. Currently, they do not pay anything back until they are earning over £25,000 a year at which point they pay 9% of their income above that amount. Graduates who earn £27,000 a year will repay £15 a month. This money is taken straight out of their wages by PAYE. Student finance loans do accrue interest, however any outstanding debt still owed after 30 years is written off.

**Help with finance** - Extra financial help may be available if your child has a disability or if they are leaving care. Bursaries and scholarships are also available at many universities.

For more information contact universities directly or visit: Student Finance England [www.gov.uk/student-finance](http://www.gov.uk/student-finance) and Student Loans Company [www.slc.co.uk](http://www.slc.co.uk).





## WHERE TO GO FOR HELP

There are so many different options nowadays that it can sometimes be difficult to decide which path to take.

**College Careers Team** - Encourage your son or daughter to book an appointment with a careers adviser in college, via the VLE (Log onto the VLE and go to "Careers Appointments and Information"). The team can provide information, advice and guidance about higher education as well as all other options, such as Apprenticeships. You can also contact the Careers Team by telephone on 01484 437000 ext 7406 or email [careersguidance@kirkleescollege.ac.uk](mailto:careersguidance@kirkleescollege.ac.uk).

Ask your son or daughter if they have received a booklet called UniFAQs, produced by C&K Careers. This contains lots of detailed information about Higher Education, including relevant websites and a map showing the location of most UK institutions. These booklets are available to collect from the Careers Room in the Kirklees College Huddersfield and Dewsbury Centre.

## OTHER USEFUL WEBSITES AND TELEPHONE NUMBERS

Students can use the "Careers Appointments and Information" page on the college VLE to access information and resources on Higher Education and student finance.

[www.unistats.com](http://www.unistats.com)

[www.thecompleteuniversityguide.co.uk](http://www.thecompleteuniversityguide.co.uk)

[www.push.co.uk](http://www.push.co.uk)

[www.university.which.co.uk](http://www.university.which.co.uk)

UCAS Undergraduate applications 0371 468 0 468

UCAS Conservatoire applications 0371 468 0 470

Student Finance England 0300 100 0607

Student Loans Company 0300 100 0607

# HIGHER EDUCATION COURSES WITH KIRKLEES COLLEGE

Kirklees College has ranked alongside some of the country's top universities when it comes to our HE teaching provision – gaining a silver ranking in the Government's Teaching Excellence Framework.

Our range of Higher Education courses mean you can find a higher level course right on your doorstep - ideal if you would prefer to live at home or need to fit in your learning around other commitments.

You can choose to do a Higher National Certificate (HNC) qualification over one year full-time or two years part-time.

On completion you have a Level 4 qualification and can choose to go on to the Higher National Diploma (HND) for a further year's study. Or if you want to do a degree, you may be able to go to university and join the course part-way through.

If you're not sure how long you can commit to a course or if it is definitely what you want to do, the HNC gives you the flexibility. After a year you have a qualification – you wouldn't get that if you only completed the first year of a degree.

## **We can offer:**

- Lower course fees than university, and financial support available to help with costs.
- Flexible programmes to fit your need.
- Smaller class sizes and high levels of tutor support.



# 2019/20 HE COURSES AT KIRKLEES COLLEGE

- Access to HE Diploma Art and Design/Health Science Professions/Humanities/Social Sciences
- Advanced Practice in Early Years Education HNC
- Animal Management HNC
- Art and Design Foundation Diploma
- Art and Design HNC (Art Practice/Digital Fashion/Graphic Design)
- Business HNC (can also be combined with Marketing or AAT Accounting)
- Certificate in English Language Teaching to Adults (CELTA)
- Certificate/Professional Graduate/Postgraduate Certificate/Postgraduate Diploma in Education (Lifelong Learning)
- Computing HNC
- Computing HNC (Games Development)
- Creative Media Production HNC (Digital Photography, Video and Effects or Games Design)
- Education and Training TQUK Diploma
- Electrical and Electronic Engineering HNC
- Engineering Bridging Course
- Equine Management HNC
- Internal Quality Assurance of Assessment Processes and Practices TQUK Award
- Mechanical Engineering HNC
- Music HNC (Technology and Production)
- Performing Arts HNC
- Public Services HNC
- Progression to Access to HE
- Sport and Exercise Fitness HNC
- Therapeutic Counselling Diploma
- Travel and Tourism Management HNC

# APPRENTICESHIPS

**Kirklees College is officially one of the best large training providers in the country for Apprenticeships.**

This year we were delighted to be placed in the top 5 in the UK in the Government National Achievement Rates Table for Apprenticeship providers with over 1,000 apprentices.

We train approximately 2,000 apprentices over 30 occupational areas.

Our apprentices are employed at over 1,000 companies throughout Kirklees and surrounding areas.

Apprentices learn the right skills that employers want, gain great work experience and earn a wage. Higher level Apprenticeships can be a great alternative to university, but without the debt.

Some of the higher level Apprenticeships available for 2018/19 include:

- Accountancy Level 4
- Business Administration Level 4
- Care Leadership and Management Level 5
- Cyber Security Technologist Level 4
- Leadership and Management Level 5
- Management Level 4
- Network Engineer Level 4

New Apprenticeships are being introduced all the time. For current vacancies visit [www.kirkleescollege.ac.uk/apprenticeships](http://www.kirkleescollege.ac.uk/apprenticeships)



# APPLICATIONS CALENDAR

<b>16th November</b>	Internal deadline for UCAS applications. Completed applications DO NOT get sent to UCAS until a tutor has added a reference.
<b>15th January</b>	Deadline for most undergraduate courses, except some art and design courses.
<b>February</b>	Applications for Student Finance can be made.
<b>25th February</b>	UCAS Extra opens.
<b>March onwards</b>	Use UCAS Track to respond to offers being made or they could be lost.
<b>24th March</b>	Applications deadline for some art and design courses.
<b>31st May</b>	Recommended deadline for applications to Student Finance in order to guarantee payment at the beginning of term.
<b>30th June</b>	Last date for receipt of 'late' applications to UCAS. All applications received after this date go straight into Clearing.
<b>4th July</b>	Last date to apply in Extra for 2019 entry.
<b>5th July</b>	Clearing opens. Vacancies are shown on the UCAS website.
<b>August</b>	All students will have their qualification results. Return confirmation if accepted by chosen university. Enter Clearing if rejected by chosen universities. Possibility to find an alternative course through Adjustment if grades are higher than expected.
<b>20th September</b>	Final deadline for applications through Clearing to courses starting in 2019.



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