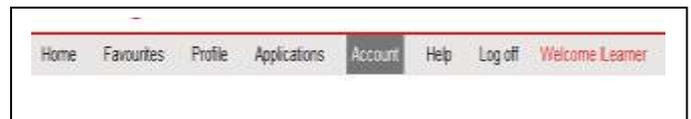


Step 1 – Visit www.ucasprogress.com and use your user name and temporary password given to you by your teacher to log in for the first time.



Step 2 – Set your new password as instructed on the site.



Step 3 – If you want to reset your username and password click on **Account**

Step 4 – Search for the courses that you would like to apply for.

1. Type in your post code
2. Click on how many miles you are prepared to travel to study.
3. Click post - 16 courses
4. If you want to search for a particular place (college or sixth form provider) type in the name.
5. If you want to search for a particular subject, type in the name.
6. Click on Search.

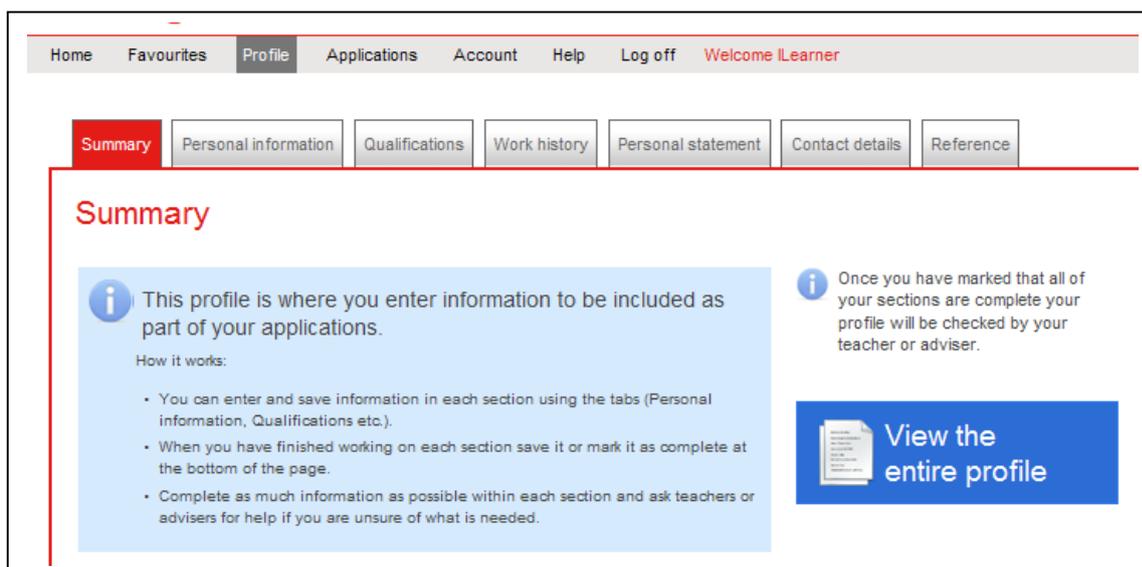


Step 5 – Click the yellow button to add the courses that you are interested in and these will be saved into your **Favourites**.

(You will submit your application from here after you have completed your profile and it has been approved by Miss Heggan and Mrs Martin)



A. Complete your Profile



The screenshot shows the iLearner profile page. At the top, there is a navigation bar with links: Home, Favourites, Profile (selected), Applications, Account, Help, Log off, and Welcome iLearner. Below the navigation bar, there are several tabs: Summary (selected), Personal information, Qualifications, Work history, Personal statement, Contact details, and Reference. The main content area is titled "Summary" and contains an information icon (i) with the text: "This profile is where you enter information to be included as part of your applications." Below this, it says "How it works:" and lists three bullet points: "You can enter and save information in each section using the tabs (Personal information, Qualifications etc).", "When you have finished working on each section save it or mark it as complete at the bottom of the page.", and "Complete as much information as possible within each section and ask teachers or advisers for help if you are unsure of what is needed." To the right of the text, there is another information icon (i) with the text: "Once you have marked that all of your sections are complete your profile will be checked by your teacher or adviser." Below this text is a blue button with a document icon and the text "View the entire profile".

The summary will tell you what you must do to complete your profile, so work your way through each section and follow the instructions. You will be able to save everything you add, but you will always be able to go back and change it even though you have saved it as complete. **Remember to press 'save' after each section.**

Step 6 – Complete the unpopulated sections of your personal information.



The screenshot shows the "Personal information" section of the iLearner profile. It contains a blue information icon (i) with the text: "Things to remember: Make sure you include all the information you can about yourself. If you have anything to add to your profile, please contact your adviser." Below this, there are several input fields for personal details, including name, address, and contact information. At the bottom, there is a blue button that says "I have added my personal information".

Step 7 – Do not complete the Qualification part of your profile. This will be completed by your form tutor.

Step 8 – Add any experience of work you have, either in school or outside of school. If you do not have any, click on "I have added my work history".



The screenshot shows the "Work history" section of the iLearner profile. It contains a blue information icon (i) with the text: "Things to remember: Make sure you include all the information you can about your work experience. If you have anything to add to your profile, please contact your adviser." Below this, there are several input fields for work history, including employer name, address, and dates. At the bottom, there is a blue button that says "I have added my work history".

Step 9 – Complete your personal statement by writing it in a **word document** and then cutting and pasting it into the Personal Statement section. ALWAYS save a copy.



The screenshot shows the "Personal statement" section of the iLearner profile. It contains a blue information icon (i) with the text: "Things to remember: Write your personal statement in a word document. Make sure you include all the information you can about yourself. If you have anything to add to your profile, please contact your adviser." Below this, there is a large text area for writing the personal statement. At the bottom, there is a blue button that says "I have added my personal statement".

Step 10 – Complete your profile Information by checking that your contact details are up to date. Really important!



Your reference will be completed by the school, and this will complete your profile.

B Completing your Post 16 Centre and course choices

Step 1– Click on Applications at the top of your site and follow the instructions. You will see your favourites listed.



Step 2 – Click on Start a new application

Step 3 – You will be asked to choose from your favourites the providers you would like to apply to. Most students will apply to **two centres but some may wish to apply to more.**

It is very important, however, to put your order of preference on your personal statement. Some 6th form centres only grant you an Interview if you put them down as 1st choice.

Click the courses you want to apply for and press '**Save application**'

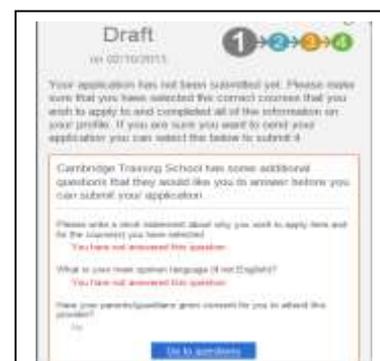


This will link the courses to your profile and produce your application.



This will automatically go into **drafts** - but will **not** be sent at this point.

If you change your mind about the application you can click the button on the draft page and start again



Your whole application will be checked and approved by the Careers team. The system will then allow you to finally submit your application to the Centre.

Step 4 – Once it has been approved, you can go back into **Applications** and go into **Draft**. Click **submit** for each application. (You will be asked to tick a box to agree to share your application information with the Post 16 centre – then click **submit** to send)

Some colleges may require you to answer further questions as part of your application. If this happens, follow the instructions and answer the questions.

Step 5 – **Submit** will ensure that your application is processed and sent. The status bar on Stage 2 will state that your application has been submitted



Step 6 – The Post 16 centre will acknowledge that they have received your application and this will show in **Stage 2**



Step 7 – In the second half of the Spring Term, the Post 16 centre will contact you by post or telephone to invite you for an interview.

You should know which colleges have offered you places conditional on your GCSE results at the beginning of the summer term. You can accept as many offers as you like.

Now you need to concentrate on your exams!

Good luck!

