

# Step-by-step guide

## New to UCAS Progress?

This guide explains it all and will help you get the most from search and Apply.

Finding it hard to get started or don't know how to choose the right course? Don't worry – here's some advice and ideas to get you going.

### Step 1 – Find out what you can do after your GCSEs

- **Look at all the options** – you may have a good idea about what you want to do next, but it's important you take time to check out all the options.

What you can do after GCSEs



- **Where to go** – maybe a school sixth form, a larger sixth form, or further education college. Alternatively, would you prefer to learn in the workplace? Are there facilities or activities you'd be interested in that a particular school or college offers?

Tips on choosing where to go



- **UCAS Progress search** has information about each school, college and training provider in your area and the courses they offer.

Have a look on search



“Make sure you go to open days and careers events in your area – ask your teachers or advisers.”

“It's what's best for you – take time to think about it. The choices you make now can affect the options open to you in the future.”

### Step 2 – Make your choices

- **What do you want to do in the future?** Find out about any career, job, or higher education options and check whether you need specific qualifications. We've put together some information and interactive quizzes to help you get going.

Careers and job ideas



- **There may be courses you hadn't thought of** and subjects you haven't studied before on offer at schools and colleges near you. Find out about them in the [UCAS Progress course search](#).

#### Think about...

- Are there subjects you enjoy at school that you'd like to continue studying?
- How do you learn best – in the classroom or by real, practical experience?
- Do you need any particular qualifications to get the job you want?
- Do you have hobbies or interests you could study?
- Do you need certain grades to get on the course(s) you're interested in?

### Search tips

- You can search by course name, qualification (such as A levels), subject(s), or an area of learning, such as hairdressing, plumbing, maths or English.
- You can find details of the different schools, colleges and training providers by typing their name in the search box.
- Find everything close to where you live by typing in your postcode.

### What else can help you decide?

- **Go to open days or open evenings** – they're a great opportunity to visit schools and colleges, find out about the courses on offer and speak to staff and students.
- **Attend careers and skills fairs** – these are ideal for meeting people from colleges, training providers, apprenticeship providers, employers and careers advice services.
- **Get advice** from careers staff at your school or from the [National Careers Service](#).
- **Discuss your ideas** – talk to parents / carers, family and friends to get other views about your choices.
- **Take a look in your school's careers library** to find out more about career and course ideas.

### Step 3 – Search for courses

- **You can search through all the courses in your area**, and find out about the schools, colleges and training providers who offer those courses.

Search for courses



- **Log in or register to save courses to your favourites.** Your school may have set you up with a login, or you can register yourself – it's really simple.

Log in or register



- **While searching, you can save courses you like the look of** to your unique favourites page, so you don't have to search for them again.

### Step 4 – Apply for courses

If you're in year 11, you can make your applications online.

1. **First you complete your profile** – adding your personal info, work history, qualifications and personal statement.
2. **Then you add the courses** you're interested in from your list of favourites.
3. **You might be asked some additional questions** after you've completed your profile.
4. **When you're ready, click 'Submit'** and your application is on its way!

### You need a login to use UCAS Progress Apply

If your school has registered to use UCAS Progress services, you'll be given a login. If your school is not set up to use the service, you can [register yourself](#) – it's really quick and easy.

### Top tips

- Do your research.
- Check the entry requirements of the course(s) you're applying for.
- Check the course(s) you are applying for fit with your career or job aspirations.
- Check the spelling, grammar, and punctuation on your application.
- Check you've entered the correct contact information on your application.
- When writing your personal statement, think about what you want to say about yourself and what the college, sixth form, or training provider needs to know about you – take a look at our [guide to personal statements](#).

### What happens next

- After you've submitted your application, the school, college, or training provider will process it.
- They might reply to you through UCAS Progress Apply, so check your application dashboard regularly.
- They might invite you to an interview, taster day, or meeting – take a look at our [interview tips](#).
- Make sure you keep your email address up-to-date so you can get alerts when you have updates or messages about your application. You wouldn't want to miss an offer!