

**Next Steps
South West**

Clearing Handbook 2018



"Over 60,000 students secured a university or college place through Clearing in 2017" – UCAS

Hello 😊

So you're ready to progress onto higher education, but haven't received the grades you hoped for? Don't fret – it's not too late and you still have plenty of choice. In fact, last year over a tenth of university acceptances were found through Clearing ... **you're not alone.**

This handy booklet was designed to personally guide you through the process of Clearing.

Clearing is a second chance to find a similar study programme at the same institutions you originally applied to, or somewhere new.

It's normal to have a wobble on results day but there's no need to panic. After all, universities and colleges need students too. A future full of adventure, new friends, skills and opportunity awaits. Don't worry, we've got you covered!

What is Clearing?

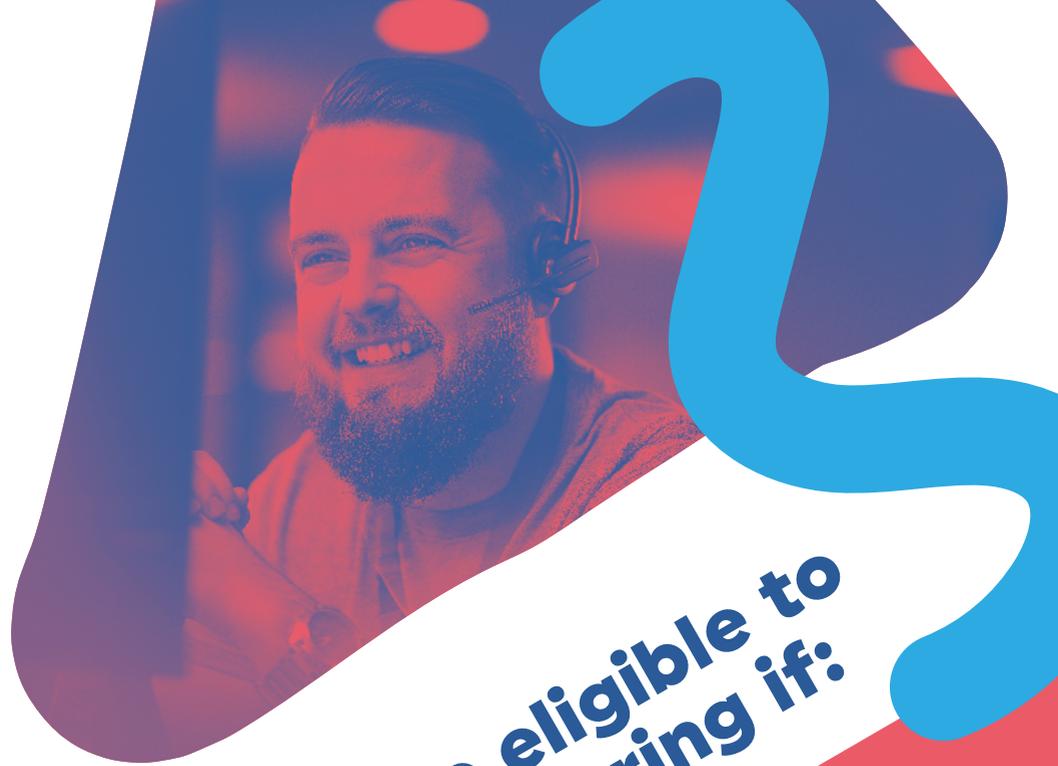
Clearing is the process universities carry out over summer to match vacant spaces on their study programmes with students seeking a place.

It takes place between July and September, with most vacancies published by UCAS around A-Level Highers, BTEC or IB results you might be able to get a head start, as some vacancies are published early.



Clearing gives you the ability to re-evaluate your options and you can find yourself going to a better university or doing a course you're more suited to that you didn't know existed!

Ella, BA (Hons) History with English



You are eligible to enter Clearing if:

You haven't met the conditions of your offers and so haven't been offered any places.

You haven't been made any offers at all and didn't go through UCAS Extra.

You've declined your offers and want to go somewhere else.

Do your research

Becoming a Clearing candidate might feel like a compromise at first, but once you start exploring the vacancies available you'll realise there are plenty of unique and exciting courses still open to you.

Try following the steps opposite to make your new shortlist ...

1

Think back to the start of your UCAS application, are any of your original selection going into Clearing?

2

Is there another course running at any of your preferred universities/colleges that interests you?

3

Search the course title you originally applied for and see which universities/colleges are still recruiting for a similar study programme.

4

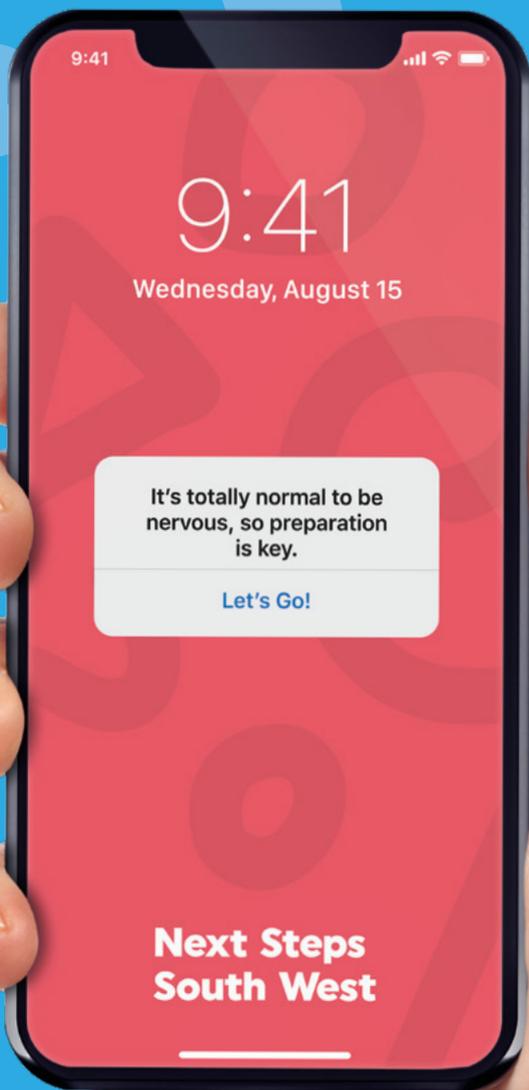
Once you've narrowed your search to 5-10 courses, check out each institution's website and social media to get a feel for life on campus. You can usually download an online version of their prospectus too.

5

Build an honest picture of what it's like to study on each course, and compare the pros and cons. You'll find helpful information on websites such as Which?, The Student Room, and What Uni?

6

Seal the deal! Once you've made your decision, it's time to pick up the phone.



It's your call

To make an application through Clearing you have to make a telephone call. Not everyone feels confident picking up the phone, but some simple preparation will make sure your conversation runs smoothly.

Most universities and colleges have a dedicated hotline number for you to call, with a team of friendly advisers waiting to hear from you. Phone calls may range from quick checks of your A-level results to in-depth interviews checking your suitability for the course.

Follow the checklist overleaf to make the right impression!

Before calling

1. Have your UCAS Clearing number and A-Level / BTEC / IB results to hand.
2. Note down each university/college's name and phone number.
3. Find the course code, name and details of the course you're enquiring about.
4. Re-read your personal statement and have a copy nearby to refer to when questioned.
5. Make some notes on why each course appeals to you, why you deserve the place, and any questions you have for them.
6. Keep a pen and paper ready to note down the course code if they accept you.
7. Make sure your phone is charged and you have good signal in a quiet place where you won't be disturbed.

On the phone

1. Be patient – you may not get through to an adviser straight away as there are many young people in the same position as you.
2. Manage your time – if you tried the same number a few times and can't get through, move onto the next one and try again later.
3. Take down the name, email and telephone of whoever you speak to, just in case you get cut off or need to get back in touch.
4. Speak clearly and confidently – sell yourself and ask as many questions as you need to – this is your moment to shine.
5. If an offer is made over the phone then remember to write down the code they give you.
6. If they don't make you an offer, move onto your next phone call.

After calling

1. Whether you accept one verbal offer or multiple offers over the phone, you may only enter one code into UCAS Track.
2. Login to your account at **track.ucas.com** and click "Add Clearing Choice" to confirm your decision.
3. Take a deep breath. You did it! Look out for a confirmation letter from the university and remember to update your student finance and accommodation applications. We think it's time to celebrate, don't you?



Your Journey

With so much to remember right now you might feel overwhelmed.

That's why we've created the poster on the following page for you and your parent, carer or teacher to keep track of the Clearing cycle. Stick it up somewhere visible and relax, your journey to higher education is on track.

||

This change in direction ended up being one of the most unexpected and best choices of my life.

Allan, BEng (Hons) Civil and Coastal Engineering

||

If I could go back and give advice to my younger self, I would tell her not to panic and the wait will be over soon.

I am absolutely loving my university life now and wouldn't want it any other way.

Jasmine, BA Liberal Arts

Next Steps South West

Clearing 2018

1 June 2018

Register for Clearing on this date.

5 July 2018

Clearing opens.

**16 August 2018
8am**

A-level results day. All universities will have released their Clearing courses.

**Already applied
for a loan?**

Don't worry – you just need to change your application details with Student Finance England, at:
www.gov.uk/studentfinance

23 October 2018

The deadline for adding Clearing choices, and for unis and colleges to accept applicants in Clearing.

Early July 2018

BTEC results released.

15 August 2018

Universities publish course vacancies online and in national media.

**16 August 2018
3pm**

From now onwards you can apply for your Clearing course of choice by selecting 'Add Clearing choice' on UCAS Track.

**Not yet applied
for a loan?**

If you've missed the official student finance deadline, you won't receive a loan at the start of your course. However, you can still apply for one, but it will arrive later.

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@NextStepsSW

FAQs

When does Clearing open?

Clearing officially opened on **Thursday 5th July** but not all Clearing courses will be advertised then. Most will be advertised around A-level results day on **Thursday 16th August**.

When does Clearing close?

Clearing officially closes on **Thursday 20th September**, but most vacancies will be filled before this date. Some universities or colleges may offer places as late as October at their discretion, so it's always best to check with their admissions team.

When do I register for Clearing?

You can register any time up until the last day of Clearing (see above).

Can BTEC or IB students apply through Clearing?

Yes, in fact some BTEC and IB results are released in July (before A level results day) so you can enjoy a head start. If you don't see something straight away, keep checking UCAS Track as most vacancies are published around A-level results day.

I've just missed out on my predicted grades, what can I do?

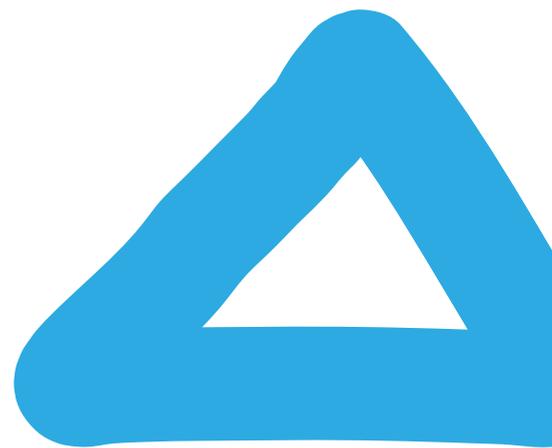
If you came really close to receiving your predicted grades you may still be in with a chance of getting on to your preferred course. Call up your firm university choice (and your insurance if you've missed the requirements for both) and ask if there's any wiggle room. You may have to explain your reasons for missing the mark, but you've nothing to lose by trying. Refer to the "It's Your Call" section of this guide to make the right impression.

I missed the January deadline. Can I still apply for HE?

Yes - if you are applying after Saturday 30th June you will be fast-tracked directly into Clearing.

I haven't made a UCAS application before. Can I still apply for uni or college this year?

Yes, it's not too late! Create a new profile through UCAS and you will be placed straight into Clearing.



Can I defer my offer if I'm accepted onto a course through Clearing?

Most universities/colleges offer Clearing vacancies for this academic year. If you don't want to enrol this September you will need to contact their admissions department and discuss your options. They may ask you to withdraw your offer and apply again next year.

I applied for student finance before going through Clearing. What do I do?

Now that you've selected a choice through Clearing you will need to change your application details with Student Finance England. Visit [gov.uk/studentfinance](https://www.gov.uk/studentfinance) or your loan provider to quickly update your details.

It's results day and I have not applied for student finance yet. What do I do?

You will have missed the official student finance deadline, so your loan may not arrive in time for the start of your course. Don't worry, just start your application as soon as possible so that Student Finance England can begin processing your details.

Glossary

You'll see plenty of new words and abbreviations while conducting your research, but we've highlighted the 'need-to-know' phrases below.

Refer back to this page if you get stuck whilst researching your Clearing application.

UCAS

UCAS – Universities and Colleges Admissions Service. The website that will process your application to higher education.

Personal Statement – A piece of text applicants write to demonstrate their suitability for a study programme.

Clearing – A second-chance process for higher education applicants who did not receive offers, declined their offers or did not meet entry requirements.

Entry Requirements – What an applicant needs to have to get onto their HE course of choice. This may include qualifications, subject specialisms, interviews, portfolio reviews, admission tests, and more.

Firm Choice – The HE course offer a student accepts as their first choice.

Insurance Choice – A HE course offer a student accepts as a second choice, in case the conditions for the firm offer are not met.

UCAS Track – The name of the online tracking system where you can check your application's progress, reply to offers, and make Clearing choices.

Conditional Offer – A HE offer made that is subject to conditions, usually related to exam results.

Unconditional Offer – A HE offer made to you with no extra conditions to meet.

Confirmation – When an HE offer has been accepted by the college or university, and is now 'unconditional'.

Unsuccessful – When you've not been made an offer or haven't met the conditions.

Withdrawal – When an applicant has changed their mind and decided to withdraw a choice.

Deferral – If an applicant decides to delay their enrolment and start in the following academic year.

Qualifications

Undergraduate Degree – Also known as a bachelor's degree: a three or four year higher education course. Most are presented as a Bachelor of Arts (BA), a Bachelor of Science (BSc), or a Bachelor of Education (BEd).

Higher National Certificate (HNC) – A vocational higher education qualification, that takes one year to complete. It's roughly equivalent to one year of university study.

Higher National Diploma (HND) – A vocational higher education qualification. Completion of an HND is considered equivalent to the second year of a three year degree course and can often be used to gain entry to a university course.

Foundation Degree – Combines academic and vocational skills in a higher education course. Equivalent of two years of a bachelor's degree.

Foundation Year – Also known as 'Year 0': a one-year preparation course for students who may not have gained entry requirements to go straight onto a degree, or want to explore a variety of disciplines before committing.

Degree Apprenticeship – A qualification combining a degree from a HEI and work experience from an employer. Applications do not have to go through UCAS.

General

Higher Education (HE) – An optional stage of learning beyond secondary level, usually offered by universities and colleges. You can apply for this level of education once you have completed A-levels, BTECs, or IBs.

Undergraduate – The first level of study in higher education such as degrees, Higher National Diplomas, and foundation degrees.

Postgraduate – The Next level of study after higher education, for those who have completed their undergraduate degree. You cannot apply for this until you've completed an undergraduate course.

College – An institution that provides further education (post-16) and sometimes higher education. Nowadays, lots of colleges that offer 'FE' (A-levels & BTECS) also offer HE study.

University – An institution that only provides higher education (i.e. undergraduate and postgraduate).

HEI – Higher Education Institution.

Hotlines

Next Steps South West represent 14 universities and colleges throughout the South West, each with their own unique variety of study programmes.



If you're considering making an application through Clearing and want to stay in Devon, Cornwall or Somerset get in touch today.

Devon



01752 305 786



0800 021 31 81



01392 400 555



0300 555 60 60



01271 852 422



01752 636 890



01752 203 400



0333 241 6929

Cornwall



01209 617 580



01326 213 730



01872 267 061



0300 555 60 60

Somerset



01278 441 373



01935 845 454



01458 844 400



Good luck!

We can't wait to see where your clearing application will lead.

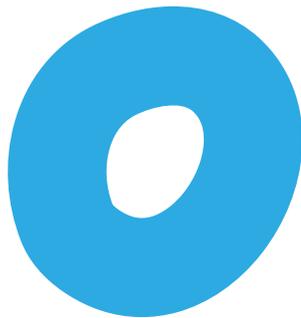
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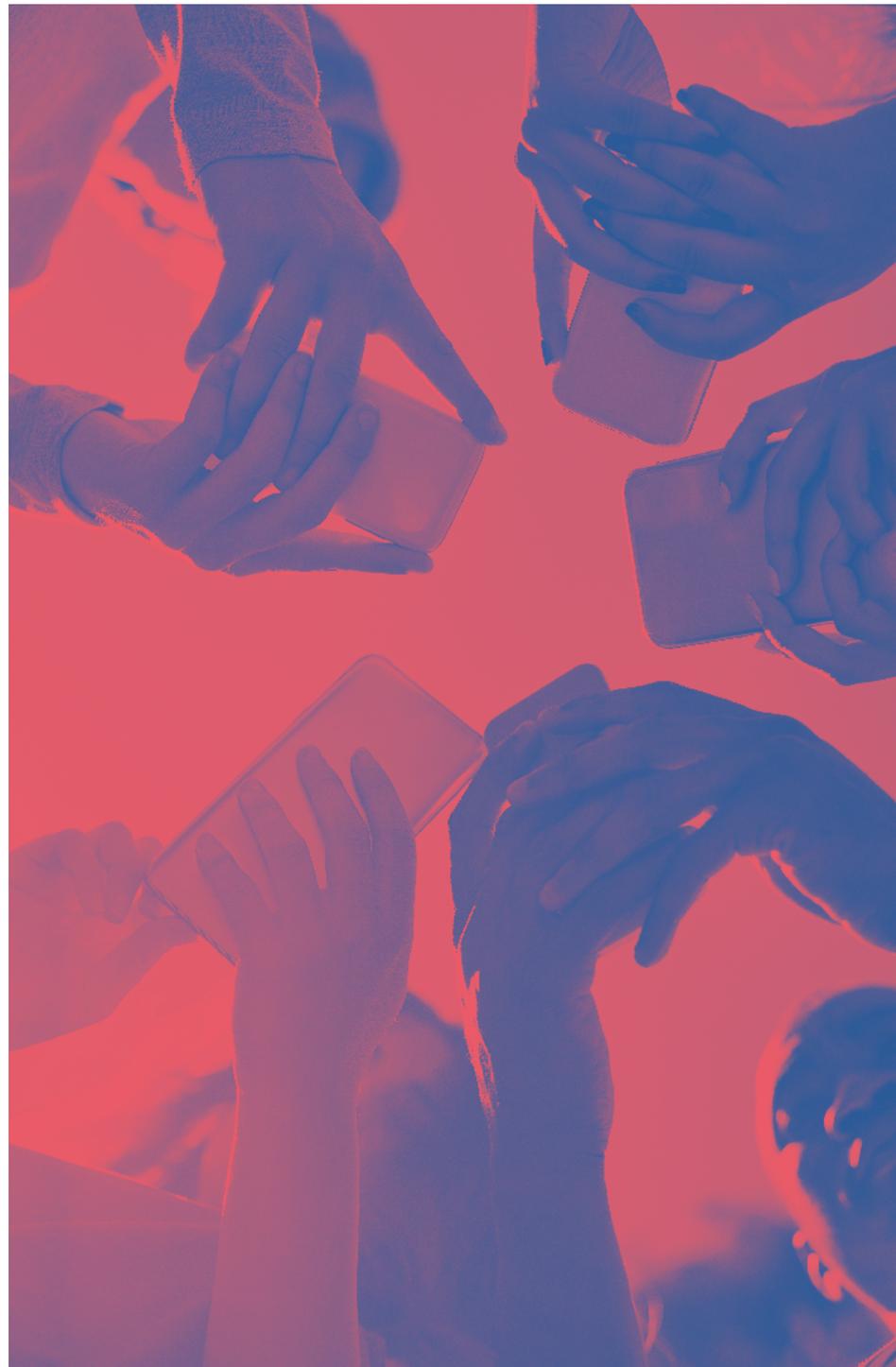


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 Part of the
National Collaborative
Outreach Programme



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