



Sharples SCHOOL

APPLYING FOR POST 16 PATHWAYS

Month	Action Required	Further Action Required
September	<p>Login to your account using the username and password given in school. See Oona or Linda for password resets.</p> <p>Search for the courses that you wish to study or you can search different colleges to see what courses they offer.</p> <p>Add these to your favourites.</p> <p>Start to complete your profile by clicking on the “Profile” tab and completing all sections. This will be your application form.</p> <p>REMEMBER to click the GREEN COMPLETE button at the bottom once you have finished.</p> <p>Add your predicted grades in all GCSE and BTEC subjects.</p> <p>Add details of work experience: Your Yr 10 placement or any voluntary, part time jobs etc.</p> <p>Complete your personal statement. See your Form tutor or Oona for examples.</p> <p>Apply by clicking on the APPLICATIONS TAB and following the instructions.</p>	

Month	Action Required	Further Action Required
October	<p>Search for Training providers offering apprenticeships in different job areas. Add these to your favourites.</p> <p>Continue to search for courses and complete your profile. Check for any college early or priority deadlines. Once you have applied check at least twice a week on the APPLICATION tab of each application you have made for any messages.</p>	
November	<p>Remember to check regularly for any messages on UCAS Progress from the colleges or training providers that you have applied to. Many will use this to contact you or to inform you of interview arrangements and not necessarily by post or text.</p>	
December	<p>End of term deadline for applications to college Remember to check your UCAS progress application tab for any messages or interview arrangements. It is important that you also check the email address you gave on your application for any messages.</p> <p>ATTEND ALL INTERVIEWS ARRANGED – if you can't attend for any reason you must let the college know and they can rearrange your time.</p> <p>BOLTON COLLEGE - interviews are arranged by sending you a link to book your time online so it is very important that you check your emails/texts.</p>	

Month	Action Required	Further Action Required
December	<p>APPRENTICESHIPS Check Company websites for any early deadlines for their Apprenticeship programmes.</p>	
January - April	<p>ATTEND ALL INTERVIEWS ARRANGED. Reply to any offers made. Again it is important that you check your UCAS Progress account regularly so as not to miss out on any messages/ important information.</p> <p>APPRENTICESHIPS: Register on www.gov.uk/apply-apprenticeship. Create an account in order to search and apply for apprenticeship opportunities. If you have not already done so search and apply for apprenticeship opportunities using UCAS Progress and attend all interviews arranged at Training Providers.</p> <p>Check individual company websites for details of any apprenticeship opportunities:</p> <p>Complete a CV and have it ready to send to employers if needed.</p>	<p>Check at least twice a week for any new opportunities</p> <p>MBDA United Utilities/BT etc</p>