

An overview of your C&C toolkit

UCAS

We have designed this toolkit to help you pass on key information about Confirmation and Clearing (C&C), because better informed applicants make better decisions.

This toolkit is designed to give everything you need, and contains the below information.

- + **Adviser checklist:** A quick view of what you can do to make sure the process is as smooth as possible for your students.
- + **Three class exercises:** On Confirmation, Clearing, and Adjustment. These can fit around a variety of learning styles. Each encourages students to do their own research, so they know where to turn when they are making decisions later this year.
- + **Class exercises – the answers.**
- + **Suggested communication to parents:** This information can be copied into the format you use to communicate with parents. It provides all the key pointers, which will hopefully ensure that parents and students are more informed about what they can expect.
- + **True or false:** This is all about providing clarity on some of the rumours that circulate each year – many of which cause unnecessary stress. It could be used as a discussion prompt in class.

- + **Where to find important information on ucas.com:** There are so many ways to contact us, giving students control over how they 'talk' to us. We want to make sure you, and those you advise, get information as quickly as possible.
- + **Three posters – Track, Clearing, and Adjustment.**

Next steps

Most importantly, you and your students need to be informed and keep us up-to-date with any changes. Simple things, like ensuring contact details are updated in Track, understanding the exact conditions of an offer, and being available to make informed decisions when exam results are published.

Adviser Track

Do you use Adviser Track? It's a valuable tool that shows your applicants' progress after their applications have been sent to UCAS. It's extremely useful during Confirmation and Clearing. You can view which of your students has their place confirmed, who is in Clearing, who is eligible for Adjustment, and so on – making it easier to see who needs guidance from you, and who needs your congratulations!

Have you subscribed? If not, do it now so that you can track your students' UCAS applications. You can complete our online order form at www.ucas.com/using-adviser-track.

Contact us

The Schools Team is also on hand to give you specific advice during the coming months. Call **0345 123 8001** (international: +44 330 333 0239) to speak to one of our specialist advisers.