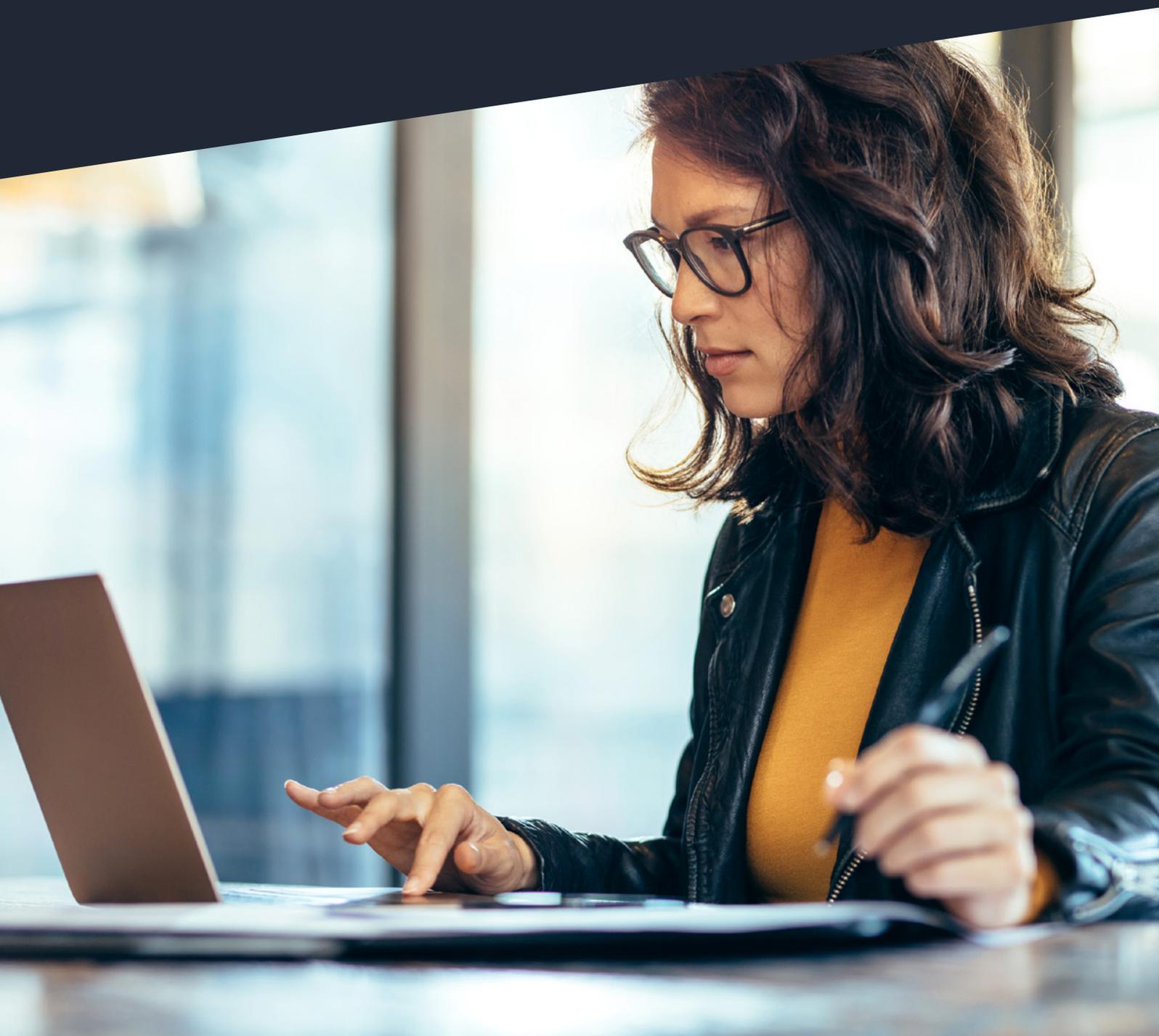


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# ADVISER DATA AND REPORTING GUIDE

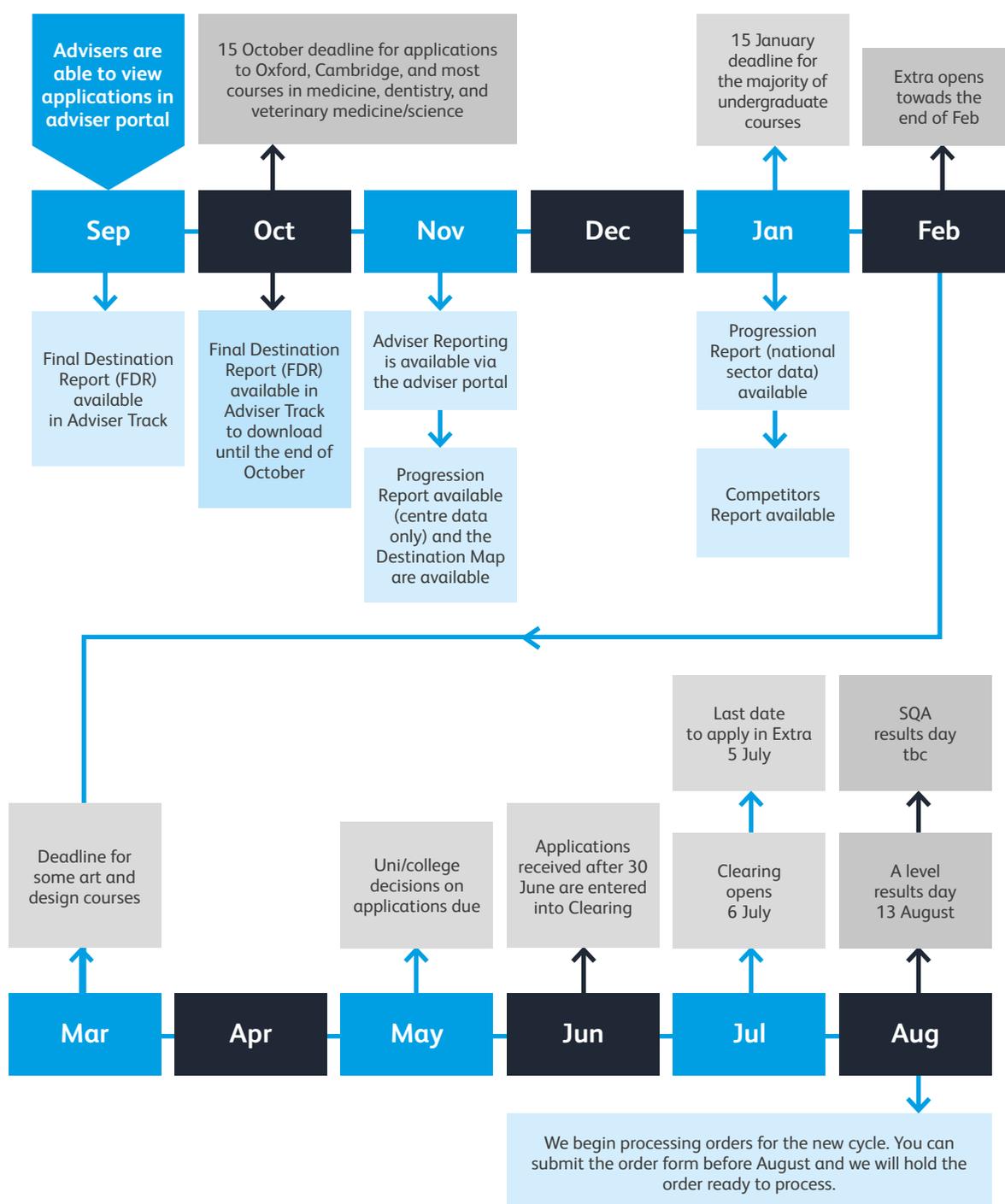


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Timeline for reports for advisers	Monthly Key Statistics Report	Progression Report	Competitor Report	Upgrading an existing package	Automatic renewal / Reporting / Get in touch	Application status explained	Abbreviations and symbols	Summary of conditions
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# TIMELINE OF REPORTS FOR ADVISERS



Timeline for reports for advisers	Monthly Key Statistics Report	Progression Report	Competitor Report	Upgrading an existing package	Automatic renewal / Reporting / Get in touch	Application status explained	Abbreviations and symbols	Summary of conditions
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# MONTHLY KEY STATISTICS REPORT (NEW) £50

**Designed to save you time**, by providing key statistical information about your students, their choices, and their offers. Presented in an infographic style, this gives a snapshot view of the status of your students, so you and your senior leadership team have complete oversight of their progress throughout the cycle.

**ACCESSED BY:** designated UCAS correspondent only

**DELIVERY:** sent via MOVEit (secure file transfer system)

**APPLICATION CYCLE:** the data is from the current application cycle



Timeline for reports for advisers	Monthly Key Statistics Report	Progression Report	Competitor Report	Upgrading an existing package	Automatic renewal / Reporting / Get in touch	Application status explained	Abbreviations and symbols	Summary of conditions
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# PROGRESSION REPORT

**AVAILABLE:** November and January

**ACCESSED BY:** designated UCAS correspondent only

**DELIVERY:** sent via MOVEit (secure file transfer system)

**APPLICATION CYCLE:** the data is from the previous application cycle

Where the Final Destination Report will show the course and provider any given applicant is placed with, the Progression Report is more detailed. It shows any other offers the applicant received, and also includes a key statistic summary, making it easier to interpret and share your results.

The Progression Report is released in two parts, so you can access as much information as soon as possible, and see a dashboard of key statistics.

- Part one is a PDF report which includes the individual choice and applicant data from your centre in CSV files. It is available from early November.
- Part two includes a PDF report for the whole sector. Part two is available from early January each admissions cycle.

## SILVER PACKAGE

**Includes** the monthly Key Statistics Report, the complete Progression Report, and the Destination Map **£200 + VAT**

Timeline for reports for advisers	Monthly Key Statistics Report	Progression Report	Competitor Report	Upgrading an existing package	Automatic renewal / Reporting / Get in touch	Application status explained	Abbreviations and symbols	Summary of conditions
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# COMPETITOR REPORT

**AVAILABLE:** January

**ACCESSED BY:** designated UCAS correspondent only

**DELIVERY:** sent via MOVEit (secure file transfer system)

**APPLICATION CYCLE:** the data covers the previous application cycle

The Competitor Report shows centres how well your progression statistics stack up compared to competitors, and provides a dashboard of key statistics. It enables you to compare your destination data with your choice of between five and 25 other centres. Data includes subjects applied for, acceptances, and a breakdown of applicant characteristics – e.g. age, gender, ethnicity, and Tariff band.

Schools can order two Competitor Reports if they want to see a variation in where they sit between two groups – e.g. local rankings against national rankings. If more than one report is ordered, the competitor groups must differ by at least five schools to ensure anonymity of data. The data contained in these reports is aggregated.

If you subscribe to the Competitor Report, you will need to complete the competitor data form. UCAS will send reminders to do this each year before we can run the reports.

## GOLD PACKAGE

includes monthly Key Statistics Report, the complete Progression Report, the Destination Map and Competitor Report **£275 + VAT**

or

**Individual Competitor Report**  
**£85 + VAT**

Timeline for reports for advisers	Monthly Key Statistics Report	Progression Report	Competitor Report	Upgrading an existing package	Automatic renewal / Reporting / Get in touch	Application status explained	Abbreviations and symbols	Summary of conditions
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# UPGRADING AN EXISTING PACKAGE

If you have purchased the Key Statistics Report and decide you would also like to receive the Progression Report and Destination Map, or the Competitor Report, you can upgrade to the silver or gold package. The £50 + VAT you have already paid will be counted towards the cost of the package.

## KEY STATISTICS REPORT UPGRADED TO GOLD PACKAGE

(includes Monthly Key Statistics Report, Annual Progression Report, Annual Destination Data Map, and the Annual Competitor Report)

**£225 + VAT** (full price £275 + VAT)

## KEY STATISTICS REPORT UPGRADED TO THE SILVER PACKAGE

(includes Monthly Key Statistics Report, Annual Progression Report, and the Annual Destination Data Map)

**£150 + VAT** (full price £200 + VAT)

## SILVER PACKAGE UPGRADED TO GOLD PACKAGE

(includes Monthly Key Statistics Report, Annual Progression Report, Annual Destination Data Map, and the Annual Competitor Report)

**£75 + VAT** (full price £275 + VAT)

Package	Reports include	Cost
Silver	Includes Monthly Key Statistics Report, Annual Progression Report, and the Annual Destination Data Map	£200 + VAT
Gold	Includes Monthly Key Statistics Report, Annual Progression Report, Annual Destination Data Map, and the Annual Competitor Report	£275 + VAT

More information about the packages available can be found on [ucas.com](https://ucas.com).

Timeline for reports for advisers	Monthly Key Statistics Report	Progression Report	Competitor Report	Upgrading an existing package	Automatic renewal / Reporting / Get in touch	Application status explained	Abbreviations and symbols	Summary of conditions
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## AUTOMATIC RENEWAL

When you subscribe to any of the reports we offer, there is a tick box at the end of the order form to opt in to automatic renewals.

If you choose to automatically renew, you'll be sent a reminder when your subscription is due, giving you 30 days to cancel it in whole or in part.

If you have already subscribed without automatic renewal, you can still activate it later by emailing the UCAS Media Schools Team at [ucasmediaschoolsteam@ucas.ac.uk](mailto:ucasmediaschoolsteam@ucas.ac.uk).

## REPORTING

Any UCAS registered centre can order reports, whether you're a school, agent, or adviser (UK or international). All reports will be sent via MOVEit (secure file transfer system), and accessed only by the centre's UCAS correspondent – they will have a unique sign in and password. The reports will be in a PDF format, with the raw data supplied in CSV format.

If you are unsure who your UCAS correspondent is, please contact our Schools Team on **0345 123 8001** (UK advisers) or **+44 330 333 0239** (EU and international advisers).

## GET IN TOUCH

### Media Customer Experience Team

Contact the UCAS Media Customer Experience Team with any questions about our adviser products, to purchase or upgrade and for help interpreting your data.

Silver and gold package queries: please contact [ucasmediaschoolsteam@ucas.ac.uk](mailto:ucasmediaschoolsteam@ucas.ac.uk) or call **01242 54 4881**.

For access queries or problems using the adviser portal, please contact the Schools Team on **0345 123 8001** (UK advisers) or **+44 330 333 0239** (EU and international advisers).

### USEFUL LINKS



Timeline for reports for advisers	Monthly Key Statistics Report	Progression Report	Competitor Report	Upgrading an existing package	Automatic renewal / Reporting / Get in touch	Application status explained	Abbreviations and symbols	Summary of conditions
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# APPLICATION STATUS EXPLAINED

You can choose to display all students registered with your centre, or search for them by status. Please select your preference.

## THE FOLLOWING STATUSES CAN BE SELECTED:

### **Ready to send to university/college**

Applications that have been processed by UCAS but not yet sent to the universities or colleges listed.

### **Waiting for university/college to respond**

Applications that have been sent to the universities and colleges, but decisions have not been received from all choices.

### **Waiting for applicant's reply**

Applicants who have received decisions from their choices and are now required to reply to their offers.

### **Eligible for Extra/Clearing/new choice(s)**

Applicants who are not holding any offers and can apply for further choices through Extra, Clearing, or by adding a new choice to their application. Applicants will be displayed in one of the following categories depending on their status and the time of year:

#### **Waiting for Extra**

Extra has not yet started. Applicant applied to five choices and either received no offers or withdrew/declined any offers received.

#### **Eligible for Extra**

Extra is open. Applicant applied to five choices and either received no offers or withdrew/declined any offers received.

#### **Waiting for Clearing**

Clearing has not yet started. Applicant applied to fewer than five choices and withdrew/declined any offers received.

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### **Eligible for Clearing**

Clearing is open. Applicants has either been unsuccessful or withdrew/declined any offers received.

### **No offers, other options available**

Applicant applied to fewer than five choices and has been unsuccessful at all choices; eligible to apply for new choices (up to the maximum of five) or has applied to one choice and paid the single entry fee – they will need to pay the full fee before they can add choices or be entered into Clearing.

### **Has accepted offer(s)**

Applicants who have accepted one of their offers (as their firm choice) or two of their offers (as their firm and insurance choices). Their firm choice will be conditional, for example, CF. Applicants with an unconditional firm offer (UF) are listed under 'Final place accepted'.

### **In Clearing**

Applicants who apply after 30 June and are eligible to apply through Clearing for a choice.

### **University/college to make final decision**

Applicants who are waiting for their university or college to confirm their conditional offer. The decision will be based on whether they meet the conditions of the offer.

### **Applicant to reply to revised offer**

Applicants who have received a changed course offer from their chosen university or college, e.g. a change of course, entry year, or campus. These applicants need to reply to the revised offer in Track.

### **Final place accepted**

Applicants who have firmly accepted an unconditional offer, received an unconditional offer after meeting their conditional offer requirements, or been given a place in Clearing, for example, unconditional firm.

Applicants who choose to use Adjustment will be displayed in one of these categories:

**Registered for Adjustment** – applicants who have registered in Track to use Adjustment.

**Placed through Adjustment** – applicants who have been accepted for an alternative place through Adjustment.

Timeline for reports for advisers	Monthly Key Statistics Report	Progression Report	Competitor Report	Upgrading an existing package	Automatic renewal / Reporting / Get in touch	Application status explained	Abbreviations and symbols	Summary of conditions
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### **Application cancelled**

There are several reasons why an application may be cancelled. It is usually because the applicant has chosen to cancel it within 14 days from the date it was processed. If this is the case, the application fee is refunded and applicants can submit another application in the same academic year.

### **Withdrawn from this year's cycle**

Applications that have been completely withdrawn from UCAS for the current academic year, either by the applicant or by the university or college the applicant was holding as their unconditional firm choice. Applicants cannot submit another application in the same academic year.



Timeline for reports for advisers	Monthly Key Statistics Report	Progression Report	Competitor Report	Upgrading an existing package	Automatic renewal / Reporting / Get in touch	Application status explained	Abbreviations and symbols	Summary of conditions
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# ABBREVIATIONS AND SYMBOLS

The reports use various abbreviations and codes. Please find below a list of codes you should find useful when interpreting your data.

## DECISIONS AND REPLIES

<b>REF</b>	Sent to provider for consideration
<b>FULL</b>	Course became full after application sent to provider for consideration
<b>INV</b>	Invitation from provider to attend interview, audition, or send portfolio
<b>U(UF)</b>	Unconditional offer (firmly accepted)
<b>UI</b>	Unconditional offer (held as insurance)
<b>U(D)</b>	Unconditional offer (declined)
<b>C(CF)</b>	Conditional offer (firmly accepted)
<b>C(CI)</b>	Conditional offer (held as insurance)
<b>C(D)</b>	Conditional offer (declined)
<b>REJ</b>	Unsuccessful
<b>W</b>	Withdrawn (either at the request of the applicant or provider)
<b>C(DBD)/U(DBD)</b>	Offer declined by UCAS. Reply not received from applicant by deadline given
<b>UCC(F)</b>	Unconditional Changed Course offer (firmly accepted)
<b>UCC(DBD)</b>	Changed Course offer declined by UCAS. Reply not received from applicant by deadline given
<b>CLA</b>	Clearing Accept
<b>DCF(F)</b>	Delayed Confirmation of CF choice
<b>RBD</b>	Reject by default (decision not received from provider)

Timeline for reports for advisers	Monthly Key Statistics Report	Progression Report	Competitor Report	Upgrading an existing package	Automatic renewal / Reporting / Get in touch	Application status explained	Abbreviations and symbols	Summary of conditions
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# SUMMARY OF CONDITIONS

## SUMMARY OF CONDITIONS

<b>M</b>	The offer is subject to satisfying the general entrance conditions of the provider.
<b>A, B, C, D, E</b>	The offer shows the grades required in subjects at GCE Advanced level, or SQA Highers and Advanced Highers.
<b>+</b>	The offer contains a GCE AS award requirement.
<b>X</b>	The offer contains a GCSE / Standard Grade requirement.
<b>F</b>	The offer contains a Foundation / Access course requirement.
<b>G</b>	The offer includes a requirement for a financial guarantee.
<b>H</b>	The offer also includes an alternative course / HND offer.
<b>L</b>	The offer includes an English language qualification requirement.
<b>T</b>	The offer is subject to industrial sponsorship being obtained.
<b>J</b>	The offer contains an Edexcel Foundation / BTEC Scottish Qualifications Authority qualification required other than those covered by codes A – E above.
<b>K</b>	The offer is based on other academic requirements, e.g. Irish Leaving Certificate or International Baccalaureate. You should refer to the applicant's offer letter.
<b>N</b>	The offer includes non-academic conditions, e.g. satisfactory medical report or criminal record check.
<b>Numeric e.g. 96</b>	The offer has been expressed in UCAS Tariff points. You can check Tariff points against grades at <a href="http://www.ucas.com/ucas/tariff-calculator">www.ucas.com/ucas/tariff-calculator</a> .

