

Provider manager

Quick reference guide

This is a quick reference document giving guidance on what information is required to complete provider descriptions for UCAS Progress Search and Apply

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Progress



Please note that fields marked with an asterisk (*) are mandatory and so must be completed.

Key information	
Name*	Example: King Edward School Format: Free text box This should be the full name of the school.
UKPRN*	Example: 12345678 Format: Free text box This is the Unique Provider Reference for your provider and is a number between 10000000 and 99999999. You can find this number if you do not have it, at www.ukrlp.co.uk .
Provider types*	Example: <input checked="" type="checkbox"/> Sixth form Format: Tick box Here you can specify the type of provider you are. You can choose to be represented as more than one type.
Area(s)*	Example: Local authority – Gloucestershire Format: Free text box This box will be pre-populated already with your local authority area.
Visible	Example: <input checked="" type="checkbox"/> Tick the box if you want your provider to be visible on the site. Format: Tick box This allows you to choose whether you would like to be visible or not on Search. By not ticking this box, you will not return in search results.

Additional information	
Ofsted report number	Example: 135575 Format: Free text box As a provider with an Ofsted report you will have a 5 or 6 digit number which is your Ofsted ‘URN’ – Unique Reference Number. If you do not know this number you can find it by going to www.ofsted.gov.uk/inspection-reports/find-inspection-report#search1 and searching by your provider name.
Website	Example: www.kinghenryschool.co.uk Format: Free text box This enables you to add your own website address which will then be displayed on your provider details page.
Email address	Example: generalenquiries@kingscollege.com Format: Free text box This email address will be displayed on your provider homepage and will enable students to get in touch with you regarding any questions they may have.
YouTube video ID	Example: IYTpBpCCdvg Format: Free text box In this section you can put a link to a video clip from YouTube which will display on your provider homepage. This can be an introduction to your provider.

Extended Information	
Welcome text	Example: We offer you a very warm welcome to Oasis Academy. We want our students to feel at ease here and that we exist to serve their best interests. Oasis Academy is an exciting and supportive place to study. Format: Free text box This section enables you to enter a welcome statement to learners.
About Us	Example: Oasis is an 11-18 school with a sixth form of 300 students. We pride ourselves on helping young people prepare themselves for their future. We provide excellent facilities and an atmosphere that allows young people to develop fully. Format: Free text box This section is intended to highlight positive features of your provider.
Facilities	Example: Oasis has superb sporting facilities, including a floodlit Astro turf pitch. Our new learning centre is a highly equipped, technology rich learning centre that supports different ways to study. Format: Free text box You can use this section to highlight any facilities that you are proud of and makes you stand out.
Additional support	Example: It is our policy to offer all students access to a wide range of opportunities from our curriculum and plenty of extra-curricular activities as well, regardless of academic or physical ability. Format: Free text box. This section is the place to highlight what additional support you can offer learners.
Learner success	Example: We are really pleased with year 11 results this year. 95% of learners have secured places in a wide variety of institutions for this coming September. Format: Free text box In this section you can write about success that your learners have achieved both academic and extracurricular. You can also add your learner examination results.

FOR APPLY CLIENTS ONLY

Sending provider information	
Learners require approval	Example: <input checked="" type="checkbox"/> Tick the box if you would like to approve your learners’ profiles. Format: Tick box This section is part of the application system and enables you, as a provider, to choose if you wish to review the sections of the learner profile before they submit an application.
Learners cannot add qualifications	Example: <input checked="" type="checkbox"/> Tick box if you, as a provider, want to add qualifications for your learners. Format: Tick box This section allows you to add qualifications on behalf of learners and prevents them from changing them.

Default Referee

This section enables you to add details of a default referee to be attached to each learner's application.

Title	Example: Mr Format: Radio button Choose from the 5 options the title of the referee.
First name	Example: Joseph Format: Free text box In this field enter the first name of the referee.
Last name	Example: Smith Format: Free text box In this field enter the last name of the referee.
Position	Example: House Tutor Format: Radio button Choose from the 10 options the position of the referee.
Mobile number	Example: 01234567899 Format: Free text box In this field enter the mobile number of the referee.
Telephone number	Example: 01245789632 Format: Free text box In this field enter the telephone number of the referee.
Email address	Example: jsmith@oasis.ac.uk Format: Free text box In this field enter the e-mail address of the referee.

Receiving provider information

Request references for applicants	Example: <input checked="" type="checkbox"/> Format: Tick box Use this text box to indicate whether you want to request references for your applicants.
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UCAS Progress Support Team

The Support Team are available to support clients with technical enquiries and system requests relating to existing UCAS Progress products and services.

The Support Team can be contacted on 08714 682 568 Option 1, or at ucasprogresssupport@ucas.ac.uk.

UCAS Progress
08714 682 568
ucasprogress@ucas.ac.uk
ucasprogress.com

UCAS Progress Training and Implementation Team

The Training and Implementation Team are on-hand to support clients and users with product implementation and training, either by telephone or in face-to-face sessions. In addition to our core programmes, they can devise and deliver programmes to meet your specific requirements.

The Training and Implementation Team can be contacted on 08714 682 568 Option 2, or at ucasprogresstraining@ucas.ac.uk.



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