# UCAS Progress Timeline



Learner	SEP	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ
										Receive login details	5			
/ear 10										Profile completion				
Year 11	Respond to offers									Respond	d to offers			
	Profile completion											Results day	Profile completion	
	Application		ı	'	'	•	Submit Applications		-	'	,		Application	Submit
Sending Provider	window closes												window closes	Applications
bending Frovider		■ Upload Learner Data												
Learner Manager Year 10	Set school parameters									l l nes and Passwords Distributed				
										Year 10 ir	ntroduction			
Learner Manager Year 11			Year 11 introduction					Review current Learner progress					_	Year 11
							★ Application	★ Application					Set school parameters	introduction
			Potential NEE	T identification	Release Release			Release	Release					
			Add Qualifications											Add Qualification
					Approv	e Profiles								Approve Profiles
							Providing	References						
Receiving Provide	er I		Γ	1	1	T	T		T	• Davison 0 dat			<u> </u>	<u> </u>
Course Manager											te provision for next mic year			
							Provision	n Review						
Provider Manager	Set Reference request												Set Reference request	
	Update Provider Profile												Update Provider Profile	
	Set Default referee										Set Defa	ult referee		
Applications Manager			Г	1	1	1	Respond to	Applications	T	T	,			
	Enrol Applicants												Enrol Applicants	
	Review Additional Questions						★ Application Release	★ Application Release	★ Application Release	★ Application Release			Review Additional Questions	
User Manager														
User Manager	Review users												Review users	
Local Authority														
								▲ Learners Access						
Local Authority								O Application Updates						
							■ Upload L	earner Data						
	<b>♦</b> Compreh	ensive offer						Intended o	destination T					ensive Offer
		Identify & support NEETS									September Guarantee			Identify & suppor
								▲ Learner Access						
		O Application Updates												
UCAS Progress – Annual Processes	•	Comprehensive offe	er										♦ Compreh	ensive offer
		Yr 11 activation					★ Application Release	★ Application Release	★ Application Release	★Application Release				Yr 11 activation
		Academic					Neicase	Neicuse	• Annual Provision					Academic
	Switchover							replication  Sending Provider Training				Switchover		
	Receiving Provider Training							Search Training					Receiving Provider Training	
	Re							• Annual Provision						End to end guide
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UCAS	Re	End to end guide						replication Document						
JCAS Progress – Support, mplementation	Re	End to end guide  Course Manager guide	Press & PR	LA & Provider newsletter			Press & PR	-	Press & PR			Press & PR	LA & Provider newsletter	Course Manager
Progress – Support,		Course Manager	Press & PR				Press & PR  LA & Provider newsletter	-	Press & PR			Press & PR		Course Manager

### Learner

Receive login details – Learner login details are automatically generated by the UCAS Progress upload. In order for learners to start the application process it is essential that these login details are given to learners. These can be distributed using the UCAS Progress letter template.

**Profile completion –** introduce UCAS Progress Apply to learners and encourage them to start filling out their profile. If this is being completed in Year 10, then there is no need for them to save favourites.

**Results Day** – once learners receive their results, they may wish to use UCAS Progress to find different courses and options. Learners should also revisit UCAS Progress once they have received their results to reject any offers they are no longer considering.

**Respond to offers –** once a Learner receives an offer they will be sent an e-mail notification. Learners can accept or reject offers as soon as they receive them and can hold a number of offers at any one time. To provide Receiving Providers with an indication of the number of learners who may be interested in attending their courses it is important that learners log back into UCAS Progress to update their application

**Application Window closes –** after 30 September, current Year 11's will be unable to make applications, as the application window on UCAS Progress will be closed. Learners will need to contact providers direct to make applications.

**Submit Applications –** when a Learner is in Year 11 and has completed all sections of their profile, they are able to start saving favourites and send applications to their chosen providers.

#### **Sending Provider**

any offers.

■ Upload Learner Data – local Learner Managers within a Provider or a Local Authority representative uploads the learner data into UCAS Progress using the template provided. For any additional guidance on how to do this see the Learner Manager manual.

**Usernames and passwords Distributed –** usernames and passwords need to be distributed to learners before they can use UCAS Progress. Providers can use the letter template provided by UCAS Progress.

**Year 10 introduction –** UCAS Progress can be introduced to learners during Year 10 to enable them to start their profile. They will be unable to make applications until 1 October, but will be able to start the necessary preparations for their return to school

Review current Learner progress – by using the UCAS Progress dashboard, Learner Managers can track the progress of individuals, ensuring they have started their profile, started applications and are receiving offers.

**Set School Parameters –** Provider Managers have the ability to set the optional preferences, these include approving Learner profiles and adding qualifications on behalf of a Learner. These preferences can be set for the whole Provider or on an individual Learner basis. For more information on how to set these options refer to the Learner Manager information.

**Year 11 introduction –** if you are introducing UCAS Progress for the first time, it is essential that learners start filling in their profiles ready to submit applications. For those who have already completed their profile they are ready to start their applications.

**Potential NEET identification –** by using the dashboard, a Learner Manager will be able to identify those learners at risk of becoming NEET highlighting learners who have not logged in, learners who haven't made applications and learners without

Add Qualifications – if you have chosen to turn on this optional setting you will need to add the qualifications for all or selected learners. It is essential this is done in a timely manner to avoid holding up the applications.

★ Application Release – every month between March and June, UCAS Progress will automatically release any applications that are awaiting either profiles to be approved or qualifications to be added. Applications will only be affected if you have enabled the profile approval function or requested to add Qualifications on behalf of the Learner. Between June and October, all applications submitted will automatically be submitted and will not be held for profile approval or addition of qualifications.

Approve Profiles – if you have chosen to turn on this optional setting, you will need to approve those learners selected before applications can be submitted. It is essential that this is done in a timely manner to avoid holding up applications.

**Providing References –** as a Learner Manager you have the ability to complete a reference through UCAS Progress for your learners at any time. If a Receiving Provider has requested to receive a reference through UCAS Progress and a Learner does not already have one attached to their application, you will receive a request through UCAS Progress and will be notified of this on your dashboard. Once completed the reference will then automatically attach to the learners application form and can be viewed by the Receiving Provider.

#### **Receiving Provider**

#### Course Manager

• Review and update provision for next academic year – as part of the annual admissions cycle UCAS Progress will undertake an Annual Provision Replication. This will happen on 20 May and will enable Course Managers to make any amendments to next year's course information before it is made live on 1 October. This information will be hidden from UCAS Progress Search, but will be available within the administration area for providers to make any amendments.

**Provision Review –** throughout the year it is vital that as a Provider you keep all your course information up to date, ensuring learners have the most accurate course details to make informed choices about what opportunities are available.

#### Provider Manager

**Set Reference Request –** as a Receiving Provider you will need to decide whether you wish to request references through UCAS Progress. It is recommended that this is decided and indicated on UCAS Progress before 1 October when the application window opens, to ensure that all applications capture this request.

**Update Provider Profile –** as a Provider Manager it is essential that your Provider information is reviewed to ensure it is giving learners the correct information about you as a Provider, including indicating facilities and linking venues.

**Set Default Referee –** as a Provider Manager within a sending school, you can enter a default referee for all applications being sent from your learners. The default referee is the name that will appear on all applications, giving Receiving Providers someone to contact for references. This can be changed.

#### Application Manager

**Respond to Applications –** applications may be sent to providers from 1 October. It is essential that providers respond to applicants, keeping them up to date with the progress of their application.

**Enrol Applicants –** UCAS Progress' enrolment facility enables accurate tracking of learners. It is recommended that learners are not enrolled on the system before they have started the course as this cannot be reversed.

Review Additional Questions - UCAS Progress have enabled providers to tailor their application forms, to include bespoke questions. UCAS Progress recommends that these questions are added if required, before 1 October to ensure that all applications contain the same information.

★ Application Release – every month between March and June UCAS Progress will automatically release any applications that are awaiting either profile's to be approved or qualifications to be added. During this time you may therefore receive a number of additional applications, we would therefore recommend that UCAS Progress is checked more frequently.

## User Manager

Event Attendance

**Review Users –** UCAS Progress recommends that providers review their users on a yearly basis, to ensure that the right people have access.

#### **Local Authority**

▲ Learners Access - Local Authority staff with Learner Manager roles are able to support providers in giving access to learners.

O Application Updates – Application Managers should check that Learner applications are regularly updated. Local Authorities can also see this information and will be available to support this process.

♦Comprehensive Offer – to ensure learners have access to the right information Course Managers should review what's available on a regular basis.

■ Upload Learner Data – an appointed Learner Manager, or Local Authority representative, is responsible for uploading Learner data into UCAS Progress using the template provided. See the Learner Manager manual for guidance.

**Identify and Support NEETS –** using UCAS Progress, Local Authorities can easily identify those at risk of becoming NEET, helping LA's fulfil their statutory obligation.

Intended Destination – using UCAS Progress data, Local Authorities can get an indication of the intended destinations of their Year 11 cohort.

September Guarantee – UCAS Progress can help Local Authorities deliver September

#### **UCAS Progress – Annual Processes**

★ Application Release – every month between March and June, UCAS Progress will automatically release any applications that are awaiting either profiles to be approved or qualifications to be added. Applications will only be affected if you have enabled the profile approval function or requested to add Qualifications on behalf of the Learner. Between June and October, all applications submitted will automatically be sent and will not be held for profile approval or addition of qualifications.

• Annual Provision replication – on 20 May, UCAS Progress will create a copy of the current academic year's course data and make it available within the administration

area for Course Managers to amend for the following year. Academic Switchover – on 1 October, UCAS Progress will make the next academic

also automatically move learners into the next academic year.

year courses available for learners to search, review, and apply to. UCAS Progress will

Yr 11 activation - as part of the academic switchover, UCAS Progress will 'activate' Learner accounts enabling them to make applications.

♦ Comprehensive Offer – to ensure learners have access to the right information UCAS Progress can support Course Managers to display their offer.

generating usernames and passwords, ensuring correct permissions for those who need access.

▲ Learner Access – UCAS Progress are on hand to support Learner Managers in

O Application Updates – UCAS Progress will send out e-mail alerts to applicants when anything changes with their applications, prompting them to log back in.

#### **UCAS Progress – Support & Communication**

 Annual Provision Replication Document – to support providers and Local Authority representatives through the Annual Provision Replication process. Documents will be distributed in May.

**Press & PR –** we undertake local and national PR activities to promote UCAS Progress in the areas where it is being used.

**LA and Provider newsletters** – UCAS Progress distributes email newsletters to support both Local Authorities and providers.

Resource distribution – user manuals and guides are produced and distributed

End to end guide – designed to support those tasked with managing UCAS Progress

**Course Manager guide –** designed to support Course Managers in promoting

their courses effectively with hints and tips and best practice on creating and amending courses.

learners, teachers, IAG staff and other providers.

Event Attendance – we attend local and national events to raise awareness with

Sending Provider Training – we provide guidance on how to introduce learners and staff to UCAS Progress, and how to make applications.

**Search Training –** training available to support providers in presenting courses

**Receiving Provider Training –** we will look at the application cycle and how to manage applications at each stage.

**Training –** training is available from the UCAS Progress team throughout the year

to support both Local Authority staff and providers.

Key I Start of the application cycle. Contact details **Telephone**: 0871 468 2568

**Email:** ucasprogress.ac.uk