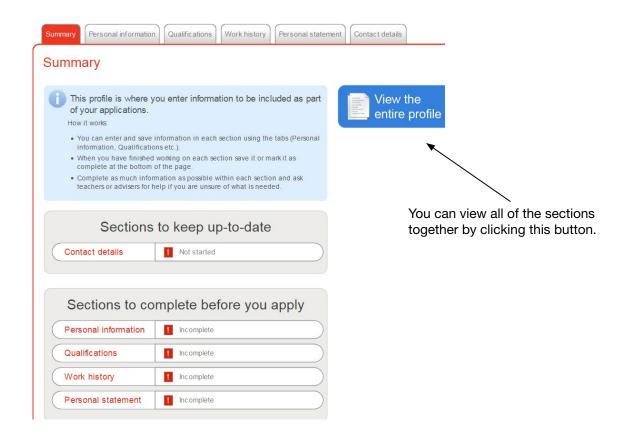# APPLY
HOW TO COMPLETE THE PROFILE SECTION

UCAS Progress

You can start to fill in your profile section in UCAS Progress as soon as you have received your username and password.

The profile section gives you a secure place to save information about yourself which will be used to send applications to providers where you would like to study. It means that you don't have to keep writing the same information if you want to apply to multiple providers.

When you put your username and password into www.ucasprogress.com you will be able to access your profile and send applications.

If you click 'Profile' along the top bar it will open the profile section and you will see each of the sections that you will need to fill in before making an application.
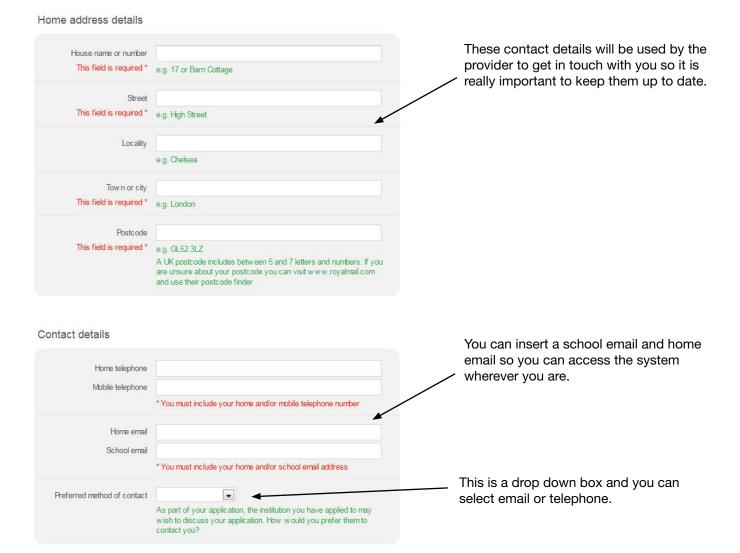

You can view all of the sections together by clicking this button.

This profile is where you enter information to be included as part of your applications.

How it works:

- You can enter and save information in each section using the tabs (Personal information, Qualifications etc.).

- When you have finished working on each section either click or mark it as complete at the bottom of the page.

- Complete as much information as possible within each section and ask teachers or advisers for help if you are unsure.

- Once each section is complete these sections will become green on the summary page and will say 'Complete'.

- At any time you can update any of the sections if you wish to change them or add more detail, however these changes will only be reflected in applications that are sent after changes have been made.

Contact details

Home address details

House name or number	
This field is required *	e.g. 17 or Barn Cottage
Street	
This field is required *	e.g. High Street
Locality	
	e.g. Chelsea
Town or city	
This field is required *	e.g. London
Postcode	
This field is required *	e.g. GL52 3LZ

A UK postcode includes between 5 and 7 letters and numbers. If you are unsure about your postcode you can visit www.royalmail.com and use their postcode finder

These contact details will be used by the provider to get in touch with you so it is really important to keep them up to date.

Contact details

Home telephone	
Mobile telephone	

* You must include your home and/or mobile telephone number

Home email	
School email	

* You must include your home and/or school email address

Preferred method of contact	

As part of your application, the institution you have applied to may wish to discuss your application. How would you prefer them to contact you?

You can insert a school email and home email so you can access the system wherever you are.

This is a drop down box and you can select email or telephone.

Parent/Guardian details

First name	
Last name	
Relationship	Not specified ▾

This drop down box allows you to select: Mother, Father, Guardian, Other family member, Not specified.

Parent/Guardian address details

Same address?
○ Yes
○ No

If you select 'No' it will open a number of fields where you can add another address.

Parent/Guardian contact details

Home telephone	
Mobile telephone	
Home email	

If you have put any details about your parent or guardian it would be a good idea to add a contact phone number. This is not mandatory.

Personal information

Name and details

First name	stroud
	Please contact your teacher or adviser if this is incorrect
Last name	learner99
	Please contact your teacher or adviser if this is incorrect
Date of birth *	26/05/1997
	Please contact your teacher or adviser if this is incorrect
Gender	○ Female
	○ Male
	○ Not known
	● Not specified
National insurance number	

e.g. QQ123456A.
If you have not received a national insurance number, please leave this field blank
ⓘ More information

Some details have already been added such as your name and date of birth. If these are wrong please contact you teacher or adviser and they will be able to help you.

You will receive your national insurance number on or around your 16th birthday. Your national insurance number is your own personal account number provided by HM Revenue and Customs. This is not mandatory.

What is your ethnic group

White
- ○ English / Welsh / Scottish / Northern Irish / British
- ○ Irish
- ○ Gypsy or Irish Traveller
- ○ Any other White background

Mixed / multiple ethnic group
- ○ White and Black Caribbean
- ○ White and Black African
- ○ White and Asian
- ○ Any other mixed / multiple ethnic background

Asian / Asian British
- ○ Indian
- ○ Pakistani
- ○ Bangladeshi
- ○ Chinese
- ○ Any other Asian background

Black / African / Caribbean / Black British
- ○ African
- ○ Caribbean
- ○ Any other Black African / Caribbean background

Other ethnic group
- ○ Arab
- ○ Any other ethnic group
- ● Not provided

In this section select the ethnic group that best suits you.

Have you been a resident in the UK/EU for three or more years?
- ○ Yes
- ○ No

If you have lived in the UK for more than 3 years select 'Yes' here. If not select 'No'.

Please select the country you have mainly lived in for the last three years
[   ] ▾
e.g. England, Wales

Please select your nationality
[   ] ▾
e.g. England, Wales

These two drop down boxes enable you to select from a list of countries and nationalities and choose the right one for you.

Personal Information continued

Education details

Name of your current or most recent school, college or centre	STROUD COLLEGE OF FURTHER EDUCATION
When did you start?	Month [▼] Year [▼]
When did you finish?	Month [▼] Year [▼]
	☑ Please select when you finished or check the box if you are still there

This section will be prefilled with your school name.

You can fill in when you started at the school here.

If you have left the school you can put that date or tick the box if you are still there.

Additional support

Do you consider yourself to have a disabiltiy?
- ○ Yes
- ● No
- ○ I would prefer to be contacted regarding this question

Do you consider yourself to have a learning difficulty?
- ○ Yes
- ○ No
- ○ I would prefer to be contacted regarding this question

Do you feel that you need any additional support if you were invited to an interview or appointment?
- ○ Yes
- ○ No

Additional support

Do you consider yourself to have a disabiltiy?
- ○ Yes
- ● No
- ○ I would prefer to be contacted regarding this question

Do you consider yourself to have a learning difficulty?
- ● Yes
- ○ No
- ○ I would prefer to be contacted regarding this question

Please select one or more of the boxes below if you feel they apply to you
- ☐ Moderate learning difficulty
- ☐ Severe learning difficulty
- ☐ Dyslexia
- ☐ Dyscalculia
- ☐ Other specific learning difficulty
- ☐ Autism spectrum disorder
- ☐ Multiple learning difficulties
- ☐ Other
- ☐ Not known/not provided

Additional support

Do you consider yourself to have a disabiltiy?
- ● Yes
- ○ No
- ○ I would prefer to be contacted regarding this question

Please select one or more of the boxes below if you feel they apply to you
- ☐ Visual impairment
- ☐ Hearing impairment
- ☐ Disability affecting mobility
- ☐ Other physical disability
- ☐ Other medical condition (for example epilepsy, asthma, diabetes)
- ☐ Emotional/behavioural difficulties
- ☐ Mental health difficulty
- ☐ Temporary disability after illness (for example post-viral) or accident
- ☐ Profound complex disabilities
- ☐ Aspergers syndrome
- ☐ Multiple disabilities
- ☐ Other
- ☐ Not known/not provided

If you tick 'Yes' to the question about disability or learning difficulty, a drop down box will appear and you can select from a list.

Qualifications

This section allows you to add qualifications that you are working towards or have already completed. If you are not sure what to put in this section ask your teacher or adviser and they will be able to help you.

| Summary | Personal information | Qualifications | Work history | Personal statement | Contact details |

Qualifications

Things to remember:
- Enter all the qualifications you have or are working towards.
- If you have any questions please ask your teacher or adviser.

You have not added any qualifications

[Start adding your qualifications]

When you think you have added all of your qualifications, please click the button below

[I have added all of my qualifications]

When you select the 'Qualifications' tab at the top of the summary page you can start adding your qualifications by pressing the blue button.

| Summary | Personal information | Qualifications | Work history | Personal statement | Contact details |

Qualifications

Add qualification

Qualification type   GCSE

Subject   [Art & Design ▼]

If you can not find the subject you are studying in the list provided, please enter the subject in to the box below

Completion date   Month [June ▼]   Year [2012 ▼]

Predicted grade   [B ▼]

If you are currently studying this qualification, please enter the grade you expect to achieve on completion. If you are unsure of your predicted grade, please ask your teacher or adviser. If you can not find the grade in the list provided, please enter the grade in the box below

Actual grade   [▼]

If you have already completed this qualification, please enter the grade achieved. If you can not find the grade in the list provided, please enter the grade in the box below

[Save] [Save and add another qualification]   Cancel

After selecting the 'Qualification type' e.g. GCSE you can then add the subject from a drop down list. If you can't find your subject then you can add it in the free text box.

You can then add your predicted grade or actual grade if you have already completed the subject.

Click 'Save' after adding each qualification.

Work history

This section enables you to add any work experience that you may have done or a part time job that you are still doing. This can be work experience that you have completed with your school or any work outside of school such as babysitting etc. If you have not done any work experience just mark the section as complete by clicking the blue button 'I have added all my work history'
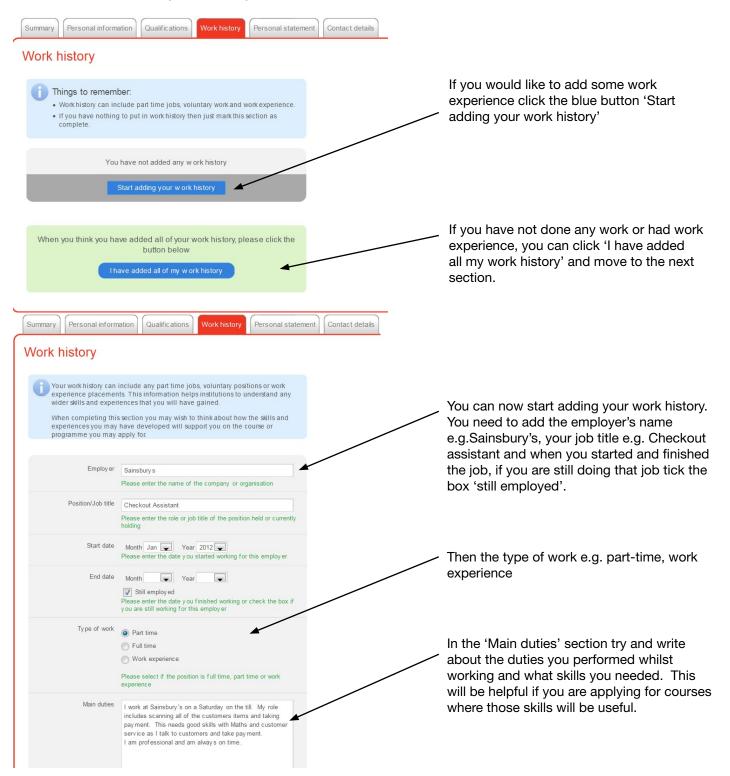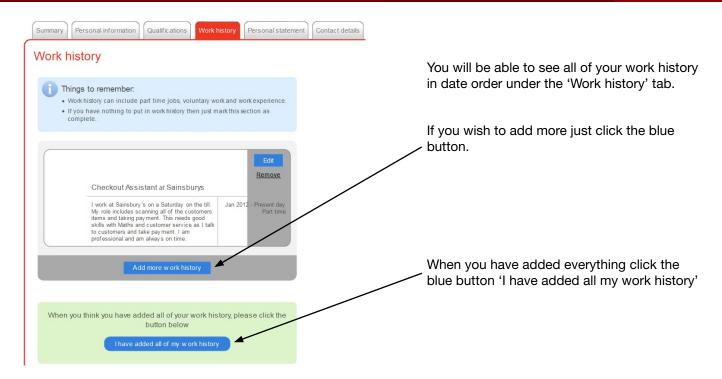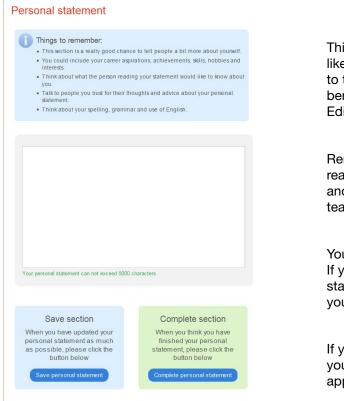
| Summary | Personal information | Qualifications | **Work history** | Personal statement | Contact details |

Work history

> **Things to remember:**
> • Work history can include part time jobs, voluntary work and work experience.
> • If you have nothing to put in work history then just mark this section as complete.

You have not added any work history

[Start adding your work history]

If you would like to add some work experience click the blue button 'Start adding your work history'

When you think you have added all of your work history, please click the button below

(I have added all of my work history)

If you have not done any work or had work experience, you can click 'I have added all my work history' and move to the next section.

| Summary | Personal information | Qualifications | **Work history** | Personal statement | Contact details |

Work history

> Your work history can include any part time jobs, voluntary positions or work experience placements. This information helps institutions to understand any wider skills and experiences that you will have gained.
>
> When completing this section you may wish to think about how the skills and experiences you may have developed will support you on the course or programme you may apply for.

Employer [Sainsburys]
Please enter the name of the company or organisation

Position/Job title [Checkout Assistant]
Please enter the role or job title of the position held or currently holding

Start date Month [Jan] Year [2012]
Please enter the date you started working for this employer

End date Month [ ] Year [ ]
☑ Still employed
Please enter the date you finished working or check the box if you are still working for this employer

Type of work
◉ Part time
○ Full time
○ Work experience
Please select if the position is full time, part time or work experience

Main duties
I work at Sainsbury's on a Saturday on the till. My role includes scanning all of the customers items and taking payment. This needs good skills with Maths and customer service as I talk to customers and take payment.
I am professional and am always on time.

You can now start adding your work history. You need to add the employer's name e.g.Sainsbury's, your job title e.g. Checkout assistant and when you started and finished the job, if you are still doing that job tick the box 'still employed'.

Then the type of work e.g. part-time, work experience

In the 'Main duties' section try and write about the duties you performed whilst working and what skills you needed. This will be helpful if you are applying for courses where those skills will be useful.

| Summary | Personal information | Qualifications | Work history | Personal statement | Contact details |

Work history

Things to remember:
- Work history can include part time jobs, voluntary work and work experience.
- If you have nothing to put in work history then just mark this section as complete.

Edit
Remove

Checkout Assistant *at* Sainsburys

I work at Sainsbury's on a Saturday on the till. My role includes scanning all of the customers items and taking payment. This needs good skills with Maths and customer service as I talk to customers and take payment. I am professional and am always on time.

Jan 2012 - Present day
Part time

Add more work history

When you think you have added all of your work history, please click the button below

I have added all of my work history

You will be able to see all of your work history in date order under the 'Work history' tab.

If you wish to add more just click the blue button.

When you have added everything click the blue button 'I have added all my work history'

Personal statement

This section gives you the opportunity to tell the provider you are applying to all about yourself and what skills and experience you have that would make you suitable for the course you are applying for. You can type this in a Word document if you would prefer and then copy and paste it into the free text box. If you need help filling in this section ask your teacher or adviser.

Personal statement

Things to remember:
- This section is a really good chance to tell people a bit more about yourself.
- You could include your career aspirations, achievements, skills, hobbies and interests.
- Think about what the person reading your statement would like to know about you.
- Talk to people you trust for their thoughts and advice about your personal statement.
- Think about your spelling, grammar and use of English.

Your personal statement can not exceed 8000 characters

Save section
When you have updated your personal statement as much as possible, please click the button below

Save personal statement

Complete section
When you think you have finished your personal statement, please click the button below

Complete personal statement

This section could include information about what you would like to do as a career; any work experience that is relevant to the course(s), or skills that you have learnt that would be beneficial, any achievements that you have such as Duke of Edinburgh, and any interests or hobbies that you have.

Remember that the provider you are hoping to go to will be reading this so take care with spelling and grammar and try and get someone to check through it with you such as a teacher or parent/guardian.

You can save this statement at any time and come back to it. If you think it is complete then click the 'Complete personal statement' button. If you do this and want to make changes you can go back and update your statement at any time.

If you make a couple of different applications you can amend your statement if you want to change it because you are applying for a different course.

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