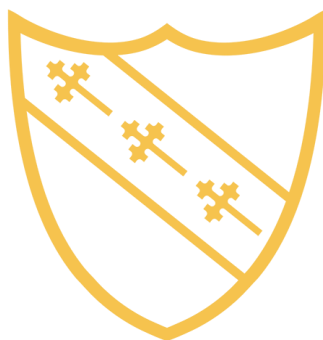


# **SIXTH FORM FOCUS DAY 5**

# **POST 18**

**Monday 19th May 2025**



**THE NORTON**  
**KNATCHBULL**  
SCHOOL

# SIXTH FORM FOCUS DAY 5 POST 18

## UCAS Applications

### Section 1. – Personal details.

- Enter your name and address. Be careful to include the name you wish to be known as if it is not your legal name. You will also need to enter details if you have legally changed your name prior to your 16th birthday.
- Give your address details and ensure that the email address used is one that you check frequently and that it is not one that is embarrassing or rude. **DO NOT USE YOUR SCHOOL EMAIL ADDRESS** as once you have left us your address will be closed and you will need to be able to access information next Summer.
- You are not required to complete the reference numbers section so don't worry if you don't know your Unique Learner Number (ULN)!
- Passport details may be required if you are not a UK National.
- Student Support –Your fee code should be **02 UK** so that you are billed as a UK student and not from overseas. You should enter this code even if you do not intend to apply for student finance to ensure you are charged the correct amount. Directly under this box is a dropdown selection tab that you need to enter your county of residence (most of you will be **KENT**)
- Enter your marketing preferences/ what information you want to receive.
- Nominated access – we always advise that you do enter a parent/ sibling or someone else as nominated access as UCAS will not speak to anyone about your application other than you and the person you put here. If for some reason you are unavailable on results day (we have had some students travelling in remote parts of the world) it makes it easier to communicate with UCAS if someone else can do it on your behalf.
- Disability/Special Needs – make sure you enter any requirements or measures here that they need to be aware of (for example is it a medical requirement that you have accommodation with an en-suite bathroom?). You can apply for this when you select accommodation options but if you have medical need and it is mentioned here it should be flagged from an early stage. If you get extra time in exams, please also detail this.

### Section 2 – Choices

- In this section you will enter your five choices, do not worry about the order entered. The universities do not see which other choices you have made, and you do not have to rank them until all your offers are received and you choose your first and insurance choice. At that stage all the others will be declined. It is worth remembering at this point that your insurance choice should be a university with lower entry criteria in case you don't get the results you are hoping for. Try not to only apply for all universities or courses (you can apply to the same university but different courses) that have the same or very similar entry criteria as this will not be helpful when you need to choose your insurance choice. Uni Frog is useful for help with this.
- The universities include all the course codes and details of entry criteria on their website. If you feel that you want to take a gap year rather than go to university straight after exams and are considering a deferred entry you can enter it here however if you are undecided, we recommend you answer the question as no because you can change your mind later (even on results day) and it is less complicated to change from this way around due to finance/ accommodation etc.

# SIXTH FORM FOCUS DAY 5 POST 18

## UCAS Applications

### **Section 3 – Additional information**

- In this section you are asked for further background information and about your parents level of education. You do not need to answer these questions however it is worth being aware that universities have certain quota that they like to hit and bursaries available to particular groups of people (there was a bursary for son/daughter of a green grocer available at one university I saw a few years ago!). Some universities are keen to attract students who are the first in their family to attend university too.

### **Section 4 – Education**

- FIND YOUR GCSE EXAM CERTIFICATES AS YOU WILL NEED THE INFORMATION FROM THEM.
- You will need to enter all your existing qualifications and all your pending qualifications. Select the school you took your GCSE's at and find the correct qualifications from the drop down lists provided. Once you have done your GCSE's you can move on to your pending A levels. Select NKS as your current school and enter the qualification as pending and the result date in the future (August 2025) Make sure you also add your EPQ if you are taking it. Finally, add in any additional qualification you may have including music grade exams, Duke of Edinburgh Awards etc.
- Your exam information will be checked against the details we hold on SIMS so if you are claiming a qualification that we may be unaware of you will be required to provide the school with a copy for our records before we can verify them as correct on your application.
- You will be asked to state what the highest level of qualification you expect to have before you start your course. Please do not put none! Select the 'Below honours degree level qualification' option.

### **Section 5- Employment**

- Give details of any part time jobs you may have done or currently do

### **Section 6 – Student Finance**

- Confirm whether you have read the details given

### **Section 7 – Personal Statement**

- This section will be dealt with separately however please be aware that all the details you have already given in the application do not need to be re-iterated in the personal statement (eg. name, age, subjects studied) Also, if you have a lot of things you want to say but run out of available room speak to your form tutor about including it in your reference.

### **Sections 8 & 9 – Predictions and Reference**

- These will be added by us once your application has been sent.

## SIXTH FORM FOCUS DAY 5 POST 18

# Apprenticeships/Employment Post 18

During this session you will have the opportunity to hear from a range of local businesses that currently offer apprenticeship opportunities and or employment at post 18.

### What is an Apprenticeship?

An apprenticeship is a paid job where the employee learns and gains valuable experiences.

Alongside on-the-job training, apprentices spend at least 20% of their working hours completing classroom-based learning with either a college, university or training provider which leads to a nationally recognised qualification.

### An apprenticeship includes:

- paid employment with holiday leave
- hands-on-experience in a sector/role of interest
- at least 20% off-the-job training
- formal assessment which leads to a nationally recognised qualification

### Apprenticeship levels

Different apprenticeship levels equate to different qualification levels.

An apprenticeship can start at any level, but some may require:

- previous qualifications such as English or math's GCSEs
- additional training in English or math's to ensure the apprentice is at the right level

Level	Equivalent education level	
Intermediate	2	GCSE
Advanced	3	A level
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

### Applying for an Apprenticeship

The application process works in the same way as applying for a job.

Most companies will advertise either through their own websites, on national employment sites such as indeed and or via the apprenticeship.org website. You can also use Unifrog to search current opportunities.

Once you have a field/area in mind for example accountancy, start with a simple google search and this should give you a range of both local and national opportunities

Most companies start to advertise from January onwards but some even as late as May so make sure you keep looking and apply to all those that are of interest.

## SIXTH FORM FOCUS DAY 5 POST 18

The application process itself can be quite long with several stages such as the follow:

- Application paper shift – your application is considered with key criteria in mind
- A call virtually on Teams etc.. Or via telephone to express your interest and answer some key questions about the role and your suitability to it
- Next is normally a team exercise to observe your leadership skills and thought processes
- Finally, an interview

Not all work in this way but it's good to be prepared and practice interview questions especially those that ask you to think about examples of when you have had to problem solve or make key decisions. Don't forget Mrs. Vernon is available to organise mock interviews if required.

### **Suggested sites to check:**

- [www.ucas.com/understanding-apprenticeships](http://www.ucas.com/understanding-apprenticeships)
- <https://www.ucas.com/explore/search/apprenticeships?query=>
- [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

Don't forget to also check individual company websites for further information such as:

- [Apprenticeship schemes in the UK energy industry | EDF \(edfenergy.com\)](#)
- [Graduates & Apprentices - Early careers - Careers | BT Plc](#)
- [Apprenticeships at the House of Commons - UK Parliament](#)
- [Apprenticeships - Network Rail](#)
- [Weil UK Recruiting: Solicitor Apprenticeship Programme](#)
- [NHS apprenticeships | NHS Health Careers](#)

## **NKS Careers Fair - 13.30.00-16.00pm**

### **Companies/Education providers attending include:**

- Kingsford Solicitors
- Holiday extras
- VJ Technology
- Handelsbanken
- Hallett and Co
- Army
- Border Force
- TEP - Apprenticeship offers
- PQA Pauline Quirk Academy
- East Kent College
- Bristow Helicopters (Engineering)
- T Tacos
- Jenner Contractors
- Kent Law Society
- Kent and Canterbury Hospitals Trust
- Network Rail
- Premier Foods
- Weil Law (Bursary Scheme)
- University of Greenwich - Architecture
- University of Portsmouth
- University of Kent
- Wells Training Company
- University of East Anglia (UEA)
- ADM Computing

### **GAP YEAR (next page)**

#### **Suggested sites to check:**

- [Gap Year Travel Experts Gap 360 offer 200+ Amazing Trips in 50 Countries](#)
- [The Mighty Roar - Structured & Affordable Volunteer Abroad Programmes](#)
- [Real Gap Experience](#)
- [Find Information & Ideas to Inspire Your Gap Year Program \(ucas.com\)](#)

# Gap Years

## Why take a gap year?

A gap year offers you the opportunity to gain skills and experiences, while giving you time to reflect and focus on what you want to do next. A productive gap year can be valuable on your CV – many employers value the experiences students have gained if they've actively managed their time, set themselves goals, and stretched themselves. A gap year can also enhance your higher education studies – if you decide to apply for Uni, you could tailor your gap year to relate it to the subject area you plan to study.

**Volunteering** – support a worthwhile cause and gain valuable experience. You could take part in a wildlife conservation project, teach children, or help build a school in a third world country.

**Travel** – explore the world, discover new cultures, and develop your independent living skills at the same time. You could go backpacking across South East Asia, InterRail through Europe, or buy a round the world plane ticket.

**Paid employment** – earn money and gain new skills at home or abroad. You could work on an outback farm in Australia, as a ski lift operator in Canada, or at a backpacker hostel in New Zealand.

**Work experience** – if you want to gain relevant experience and skills for a particular career or subject you plan to study, you could consider a [work placement](#) or [internship](#). These can last from a few weeks to a year. Depending on the type of contract on offer, you may or may not receive a salary. These are very popular and competition for places is high, so you need to apply early.

**Part-time courses** – why not take the opportunity to try something new? You could take up a new language, learn how to programme, try a new sport or music instrument, or learn a new practical skill, such as mechanics, carpentry, or cookery.

## Tips:

- **What do you want to achieve from a gap year?**

New skills, experience, or do you want more time to consider your future? Set goals to make your time productive – think about getting the right balance between time spent and benefits gained.

- **How much time can you be away and when?**

What do you want to spend your time doing and where? Are you going to work, are there interests or hobbies you can take further, or do you want to help others by volunteering? What value will it add to your study, your CV, or career?

- **What is available?**

Research the wide range of gap year and volunteering schemes available or look into organising it yourself. If you're using an agency or scheme, check out how long they have been running, are members of a reputable organisation such as ABTA or Year Out Group, where they agree to follow a code of conduct. Look at the reviews, articles, and advice from people who've 'been there and done' the sort of gap year you're considering.

- **How much money will you need?**

Set yourself a realistic budget, you can afford to stick to. Costs vary considerably, so research carefully and don't forget to add things like flights, visas, accommodation, insurance, and vaccinations (you can check the Foreign and Commonwealth Office website for information on vaccinations).

- **Get advice**

It's worth checking forums and social media for tips and insight into other people's experiences. Think carefully about what you want to do, and seek advice if you want to talk your ideas through further. If you have any doubts, discuss your ideas further with parents/carers, teachers, or a careers adviser.

## SIXTH FORM FOCUS DAY 5 POST 18

# Personal Statements have been reformatted to 3 key questions

**Task 1:** In the space below create a mind map of all the aspects you'd like to include in your key question answers: include extra-curricular activities, subject/ course/ career interests, transferable skills, jobs, sports, music, achievements. You will be using this to help you draft your personal statement questions.

**About Me**

## SIXTH FORM FOCUS DAY 5 POST 18

# Key Questions

**Task 2:** Using the following guidance on the 3 key questions- start making individual notes of what you could include. If you do not know which courses- list your interests/ likes and go to question 3.

### Question 1: Why do you want to study this course or subject?

This is your opportunity to showcase your passion and knowledge of your chosen subject area and to demonstrate to universities and colleges why it's a good fit for you and your future ambitions.

Examples of what you might talk about here are:

- **Your motivations for studying this course(s)**

Have you been inspired by a key role model or moment in your life? Maybe it's a subject you love and want to pursue further. We're all driven by something and it's important to talk about how yours has led you to this course or subject area.

- **Your knowledge of this subject area and interests**

Perhaps there's a particular subject area you've researched and can't wait to learn more about. A book or subject expert doing great things that have sparked your interest? Universities and colleges want to see you have done your research so they can be confident this is something you will enjoy and excel in. This is a great place to highlight super-curricular activities as evidence of curiosity and interest in the subject outside of the classroom.

- **Your future plans and why this is a good fit for you**

If you already have a particular profession in mind you could talk about how you'll use this to launch your career. If you don't, think about what's important to you and your future, and how the knowledge gained from your chosen course(s) will help you achieve this.

*Student thoughts:*

## SIXTH FORM FOCUS DAY 5 POST 18

### Key Questions

#### Question 2: How have your qualifications and studies helped you to prepare for this course or subject?

This is your chance to shout about the relevant or transferable skills you've gained from your formal education and highlight your understanding of how they will help you succeed in this subject area.

Examples of what you might talk about here are:

- **How your studies or training relate to your chosen course(s) or subject area**  
This could be current or previous studies within a school, college, training provider, or even a short online university course – any form of formal education. The main thing here is to focus on what's most recent and relevant to your chosen course(s). If you are no longer in full-time education, use section three to talk about your experiences since leaving.
- **What relevant or transferable skills you have that make you a great candidate**  
Maybe there are a couple of subjects that have helped you develop a core set of skills required for your chosen course(s). Or, a particular module that helped you understand where your interests and strengths lie.
- **Any relevant educational achievements**  
Universities and colleges will see your grades elsewhere on your application so don't waste time talking about these. Consider accomplishments like winning a school or national competition, serving as a student ambassador or team captain, or landing the lead role in a play.

*Student notes:*

#### Question 3: What else have you done to prepare outside of education, and why are these experiences useful?

This is your chance to talk about any other activities you have undertaken outside of your formal education or personal experiences which further demonstrate your suitability for the course. This section is likely to be highly personal to you and anything you do include should reflect on why you're including it.

# SIXTH FORM FOCUS DAY 5 POST 18

## Question 3:

Examples of what you might talk about here are:

- **Work experience, employment, or volunteering**  
Whether it's in-person work experience at your local school or virtual work experience through [Springpod](#), or volunteering at a dog shelter, the key thing here is for you to reflect on your experiences and the skills gained relevant to your chosen course.
- **Personal life experiences or responsibilities**  
Is there a situation you've personally overcome that has influenced your decision? Are there responsibilities such as caring for a family member that has helped you develop essential qualities for the course like resilience and empathy?
- **Hobbies and any extracurricular or outreach activities**  
Think sports, reading, community work, summer schools – any activities outside of your studies that help further showcase why you'd make a great student.
- **Achievements outside of school or college**  
This could be a position of responsibility such as captain for your local club, a musical achievement, competition you won, or a qualification you've attained outside of the classroom.
- **Post-education activities**  
If you're no longer in full-time education, it's a good idea to detail what you've been doing since and how this has equipped you with the skills and qualities for your desired course(s).

*Student notes:*

Show **enthusiasm** and **wider experience** of the subject

Keep the tone **formal** and **official**- no abbreviations (e.g. gotta, weren't)

Vary sentence structure and openings

Encourage a **coherent, consistent structure**

Back up points with relevant, **real life** examples

Focus on **skills** and **qualities**, not narrative

**DO NOT** Mention a specific university

**DO NOT** Use **negative** comments about yourself or your abilities

**DO NOT** Use cliches, long quotes or lists

**DO NOT** Try to be funny

**DO NOT** Use **irrelevant** comments, facts or exposition

**DO NOT** Lie, plagiarise or exaggerate

### Your checklist:

- Keep it relevant
- Make a list of the skills you would benefit from gaining and think of an extra-curricular activity to improve these
- Link it to your chosen course
- Include lots of positive comments
- Include relevant experience. Sign up to a few hours of volunteering or work experience!
- Check your structure, spelling and grammar, but also ask someone else to read it through (parent/supporter or teacher)
- Personal Statements drafts to be started use Uni Frog.
- Gain feedback from 1 or 2 people.
- Do NOT use AI.

# SIXTH FORM FOCUS DAY 5 POST 18

## CV: Cover Letter

Cover letters are your ticket to job interviews, especially when you don't have much work experience. So how can you write a cover letter that will make an employer eager to meet you? This guide will help you write cover letters with confidence.

### **Step 1 - Read the job/apprenticeship description**

Yes, we know this one seems a bit obvious, but when we say 'read' we really mean *dissect*. Figure out exactly what these guys want from their ideal applicant. If you're lucky, they'll have provided a handy bullet point list. If not, just highlight key words and create your own.

### **Step 2: Answer these three easy questions**

#### **1. Why do you want to work (or complete an apprenticeship) with this company?**

Do your research. Explore the company's website, blog, and social media channels to find out what they've been up to recently, what they care about, and what makes them stand out from the rest. If you're going for an apprenticeship, you might want to mention something specific about the training programme they offer.

This section doesn't need to be long, but it does need to be relevant and personal to you.

#### **2. Why do you want this particular job/apprenticeship?**

Again, start with some research. If it isn't clear on the job or apprenticeship description, find out exactly what this role will involve and be honest about why you want to pursue it. Unifrog has some great guides to specific roles in the [Careers Library](#), and the [National Careers Service](#) is another good source.

#### **3. What makes you a good candidate for this job/apprenticeship?**

This is the most important section, so spend some time on it. Go back to the list you made back in step one and think of an example from your work experience - or school, clubs, or hobbies if you haven't worked much - that demonstrates that you possess that skill. Don't worry if you don't have any extra-curricular, volunteering, or work experience to talk about. You can use real life examples too. For example, you can mention being the family member in charge of everyone's calendars at home.

### **Step 3: Add a beginning and an end**

Keep it simple. The beginning just needs to shout out why you're writing, including the name of the position and where you saw it listed.

You don't have to worry about getting too creative at the end, either. 'Thank you for your consideration, I hope we will have the opportunity to discuss this role further' does just fine!

### **Step 4: Get the formatting rights.**

- Make sure the cover letter is no more than one page in length
- Use the formal business letter layout for your country. If you're in the UK, use 'Dear Sir/Madam' and 'yours faithfully' if you don't know who you're sending it to, or 'Dear Mr / Ms [name]' and 'yours sincerely' if you do.
- Give your letter a title or subject line, e.g. 'Re. application for position as animal care assistant'
- Proofread your letter and make sure you check for any spelling, punctuation or grammar errors. Don't rely on computer spell checks - they miss things out. Ask a friend, teacher, or family member to double check your letter before you send it.
- Use a plain type face - Arial size 11 is very common for formal letters. Whichever you choose, make sure it matches your CV.

Now all that's left to do is send it off, along with a copy of your CV! As frustrating as it is to wait, try to avoid the temptation to follow up if you don't hear back right away. If they<sup>11</sup> want to speak to you, they aren't just going to forget to let you know!

# SIXTH FORM FOCUS DAY 5 POST 18

## Cover Letter

Greeting

Paragraph 1

Paragraph 2-3

Final Paragraph

Letter Closing:

1; A chance to catch their attention, introduce yourself, and enthusiastically tell the employer why you're applying for the job. Be specific to each job listing you apply for. Include why you're excited about the job and the company, and how the job lines up with your career goals. Avoid making this paragraph sound formulaic by including keywords from the job posting and matching your skills to the employer's requirements.

Paragraph 2-3:

Focus on your most relevant experience and talk about the specific qualifications and skills that make you the perfect candidate. Make the connection between your previous accomplishments and your readiness for this new role. Pitch yourself as the ideal match for the role. Employers will likely have read your CV already, so avoid repeating the bullet points. Instead, include details that more deeply illustrate those highlights.

3: The main goal of your closing paragraph is to thank the employer for their time and consideration. You also have the option of making any clarifications. For example, you can justify any major gaps in your employment history. You can also use this space to sum up your qualifications for the role and express an interest in continuing to the next stage in the recruitment process.

# SIXTH FORM FOCUS DAY 5 POST 18

## CV

Your CV is often your first chance to introduce yourself to an employer, first impressions count! Your CV should be clear and professional so your application isn't thrown onto the 'no' pile. Here are our 5 tips to help make your CV successful.

### 1. Keep things organised

Make your future employer's job easy for them and keep your CV organised. Using standard headlines like 'Education' or 'Professional Experience' will help the reader navigate your CV and it shows that you are capable of organising information effectively - it's also standard practice and meets expectations.

Remember that whether you hand in a paper or digital copy of your CV, employers will see the top-mid sections first- make them the most relevant for example; work related achievements and skills should be at the top, and low priority content (like your personal achievements) should be reserved for the end. Most people tend to order their achievements chronologically, starting with the most recent, but if you have experience really relevant to a role, you can put this at the top.

In general, your CV should include:

- Contact information
    - This is so that employers can get in touch with you. Include an email, telephone number, and city - you don't need to include your address. If you have a LinkedIn account.
  - Skills
    - You don't need to list **every** single skill you can think of, but make sure the ones on the job description are on your list. You might be asked to elaborate on these skills at the interview stage.
  - Work history and experience
    - This section is a log of all your experiences, whether they are paid, voluntary, or part of your studies. You should give an overview of your responsibilities, but don't write too much - add at least 3 key achievements for each experience.
  - Education
    - Give details of your formal qualifications, including the place in which you studied. But don't feel the need to share your grades if you aren't comfortable; writing '6 GCSEs including English and Maths' is fine.
  - Other achievements
    - This is the place to write about anything else that makes you a well-rounded candidate. Think about: awards and competitions you have won both in and out of school; courses you have completed online or in person; certificates you have been awarded or worked towards; and examples of where you have excelled in your hobbies.
  - References
    - A referee can be anyone who has known you for 6 months or longer and isn't a friend or family member. You could use your teachers, heads of year, extra curricular leaders, or previous managers. Make sure you have permission from your chosen referees **before** you put them forward to write a reference for you.
    - You don't need to provide the names and contact details of references at this point. You can write 'References available on request' at the end of your CV
- Your CV should not include: your age, a photo

# SIXTH FORM FOCUS DAY 5 POST 18

## CV

### 2. Be professional

Even if you're applying to a chilled out start-up, remember that you're trying to convince an employer that you will be an asset to their organisation. Avoid using stylised fonts, pictures, or colours, and keep your language professional.

Unifrog's CV builder will help you format your CV professionally. You can use boxes or lines to break up the text, but keep everything simple and clear, with lots of white space so the page doesn't look too crowded.

You also need to be aware of things like your email address; something like masterflamez@hotmail.com, for example, is not going to make you seem very professional! Create a new email address for your applications if you need to - you can use this for work, applying to university or apprenticeships, and more so it's worth having. If you're not sure what to use, try firstname.surname@domainname.com.

If you're sending a digital version of the document, make sure the name of the saved file is professional and has your name somewhere in it - for example, CV\_firstname\_surname\_year.

### 3. Tailor the CV to the job

Be wary of sending out the same CV to every organisation you apply to though - you need to show how you meet the needs of each role you apply to. You don't have to rewrite the whole thing, but you should adapt the details so they're relevant.

Work out what the job entails and the key skills required. This information is normally available in the advertisement or job description. Consider your experiences, achievements, skills, and even hobbies to see how you can use them to demonstrate that you match each core or essential requirement.

### 4. Be direct

This is your chance to be proud of your achievements and everything you have done, so don't be afraid to use assertive and positive language like 'developed', 'organised', 'was responsible for', or 'achieved', and remember to claim your achievements as your own, using 'I' rather than 'we'.

And write about your achievements, not your roles and responsibilities: you're showcasing.

You don't need to give pages and pages of details; you can use bullet points to streamline information. If an employer is interested, they will ask for further explanation at an interview. Keep your CV to two sides of A4 maximum.

### 5. Check, check, and check again

Your teachers tell you to proofread for a reason! Don't underestimate the importance of spelling and grammar. It will appear that you don't care about the job if your CV is full of sloppy errors, and it also undermines lots of the skills you have highlighted - especially written communication!

Ask one teacher, friend, or family member to check it for you, and read it aloud to check it's all correct.

Be aware that lots of organisations in the UK require you to fill in an application form as well as - or sometimes instead of - requesting a copy of your CV. Make sure you proofread your answers to these questions too, and try to avoid copying and pasting chunks of your CV on to the form if they ask for both - they will be able to spot that you've done this!

# SIXTH FORM FOCUS DAY 5 POST 18

## Curriculum Vitae

Personal Introduction: Describe yourself, focusing on your strengths. This short section goes at the top of your CV - make sure you sell yourself

### Skills?

Give specific examples of how you've demonstrated this skill

- Planning / Aiming high
- Communication
- Creativity / Innovation
- Critical thinking
- Digital literacy
- Independence
- Initiative**
- Leadership
- Numeracy
- Attention to detail / Observation
- Organising / Time management
- Problem solving
- Responsibility
- Resilience / Staying positive
- Teamwork
- Technical skills
- Artistic skills
- Working under pressure
- Writing
- Other

What skills have you developed from voluntary activities or work experience?

### Other interests?



#### Example 1

Remember to 'Save your CV' once you're finished

Activity	Eg Netball team, Piano Grade 5, School Prefect	
Date Started	--- select month ---	--- select year ---
Date Finished	--- leave blank if ongoing ---	--- leave blank if ongoing ---

Explain what the activity entailed, what responsibilities you had, and what you learnt

Be concise and keep in mind the role you're applying for

# SIXTH FORM FOCUS DAY 5 POST 18

## Student Finance 2025-26

### TUITION FEE LOANS: Full Time UK Undergraduate what's available?

Most students won't have to pay for tuition fees up front – you can apply for a Tuition Fee Loan to pay your fees.

How much you can get depends on:

how much your university or college charges

whether you're studying at a publicly or privately-funded university or college

when you started your course

You could get a Tuition Fee Loan of up to £9, 535 if you're studying at an eligible Uni or college.

If you're studying an accelerated degree course, you could get up to £11,440.

If you're not sure if a course qualifies for student finance, check with the Uni or college.

### Eligibility

Whether you can get student finance depends on your:

personal circumstances, course, Uni or college

### How it's paid

You need to register at your Uni or college before Student Finance England can make your first payment. You'll usually do this in the first week of your course, and you may have to take your student finance entitlement letter with you. Your Tuition Fee Loan is paid directly to your university or college in three instalments during the academic year.

When are payments made to your uni or college?	How much is paid to your uni or college?
At the start of term one	25% of the tuition fee
At the start of term two	25% of the tuition fee
At the start of term three	50% of the tuition fee

### How to apply

When you apply for student finance, you'll need to agree to Student Finance England's terms and conditions.

[www.gov.uk/government/publications/student-loans-a-guide-to-terms-and-conditions/student-loans-a-guide-to-terms-and-conditions-2025-to-2026](http://www.gov.uk/government/publications/student-loans-a-guide-to-terms-and-conditions/student-loans-a-guide-to-terms-and-conditions-2025-to-2026)

### New students

The quickest and easiest way to apply is online at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

It's important to apply as soon as possible so your funding is in place for starting your course.

### Set up a student finance account

When you register, you'll be given a unique Customer Reference Number, and will need to create a password and secret answer. You should keep these safe, as you'll need them to sign in to your account to check the progress of your application, and reapply for student finance next year. Fill in and submit your application The first time you apply, you'll be asked for proof of identity. You can easily do this by providing your valid UK passport details. If you don't have a UK passport, you may have to send [evidence](#).

### Student Finance

If you want to apply for student finance that depends on your household income, Student Finance England will ask your parents or partner for their National Insurance number, and their personal income details.

You will also need the following information to complete your finance application and provide evidence to support the application.

# SIXTH FORM FOCUS DAY 5 POST 18

## Student Finance 2024-25

### LIVING COST LOANS: Full Time UK Undergraduate

A Maintenance Loan can help pay for things such as rent, food, books, travel, and other expenses. Any loan you borrow needs to be paid back, but not until you've finished or left your course, and your income is over the repayment threshold.

### What's available?

Everyone who is eligible for student finance can get at least some Maintenance Loan, but you can apply for more that's based on your household income.

Students who are eligible to receive State Benefits, who are entitled to receive the means-tested element of funding, may be eligible for an increased amount of maintenance loan. If eligible, their maintenance loan will be made up of the Maintenance element and the Special Support (SSL) element.

A lot of students find they will seek part-time employment which fits around their studies to support themselves further.

### Full-time undergraduate students not eligible for benefits

The table gives maximum and minimum rates of loans for living costs, in the 2025 to 2026 academic year, for full-time undergraduate students who are not eligible for benefits.

Rate of loan for students	Maximum loan	Minimum loan
Living at home	£8,877	£3,907
Living away from home and studying in London	£13,762	£6,853
Living away from home and studying outside London	£10,544	£4,915
Studying overseas as part of a UK course	£12,076	£5,838

To assess what you may be applicable for use the student loans calculator: <https://www.gov.uk/student-finance-calculator>

There are other loans available and some grants for certain circumstances. Please read up about this in more detail:

<https://www.ucas.com/student-finance-england/living-costs-full-time-students>

### Full-time students eligible for benefits

Full-time students eligible for benefits which include lone parents and some disabled students qualify for higher rates of loan for living costs.

The table gives maximum and minimum rates of loans for living costs, in the 2025 to 2026 academic year, for full-time students eligible for benefits.

Rate of loan for students	Maximum loan	Minimum loan
Living at home	£10,473	£3,907
Living away from home and studying in London	£15,008	£6,853
Living away from home and studying outside London	£12,019	£4,915
Studying overseas as part of a UK course	£13,442	£5,838

For key information please use the websites below to get a full insight into student finance including how to repay the loans:

<https://studentfinance.campanign.gov.uk>

# **SIXTH FORM FOCUS DAY 5 POST 18**

## **Additional Notes or Questions**

**Buzzword:**