

UCAS APPLICATION 2014

Name & Class.....

Pastoral Teacher.....

Parental Signature & Date.....

The purpose of this booklet is to help you to write your personal statement. The PS is becoming more important and is looked at by admissions tutors when selecting those candidates who will be made an offer of a place. This is true in all subjects but is becoming particularly relevant in 'vocational' type courses such as law, nursing, teaching and others. One of the most common reasons given for rejection is that an applicant's personal statement '***did not project an adequate understanding of what the course involves***' or '***did not communicate sufficient enthusiasm for the course and other applicants appeared more motivated.***'

Please get your parent / guardian to sign and date the book at the front and again at the back when you have completed the necessary sections.

3. Look at these academic skills shown below. Choose what ones you think are the most important ones for your intended course of study and write how you have demonstrated this skill during your time at school. In which subjects have you shown the skill? In what ways have you demonstrated it? Give examples to illustrate your claims.

Written Communication Skills

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Oral Communication Skills

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Numerical Ability

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Graphical and Artistic Skills

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4. **Higher Order Skills:** These are skills where you are demonstrating that you have an *understanding* of a topic, rather than just *knowledge* of it. For example in Physics I might **know** that $e=mc^2$ but if I **understand** that idea I am able to apply it to the real world and use it to develop nuclear power. You show in higher order skills that you can apply your knowledge, draw conclusions, analyse problems logically and set out ways of solving them. You are able to evaluate information and sources and critically analyse them. Choose some of the higher order skills shown below and show how you have demonstrated them in your schoolwork.

Handling / Critically Analysing Textual Information

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Handling Numerical Data

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Evaluating Information

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Drawing Conclusions

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Thinking Logically and Organising Information

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5. Look at the personal skills shown below. Choose what ones you think are the most important ones for your intended course of study and write how you have demonstrated that skill during your time at school. In which subjects have you shown the skill ? In what ways have you demonstrated it ? Give examples to illustrate your claims.

Ability to plan your work and to study independently

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Organisational Skills

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Leadership and Teamworking Skills

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Interpersonal Skills

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Useful Websites

www.gla.ac.uk

www.gcu.ac.uk

www.st-andrews.ac.uk

www.hw.ac.uk

www.rcs.ac.uk

www.abertay.ac.uk

www.rgu.ac.uk

www.stir.ac.uk

www.strath.ac.uk

www.dundee.ac.uk

www.ed.ac.uk

www.abdn.ac.uk

www.qmu.ac.uk

www.gsa.ac.uk

www.uws.ac.uk

www.napier.ac.uk

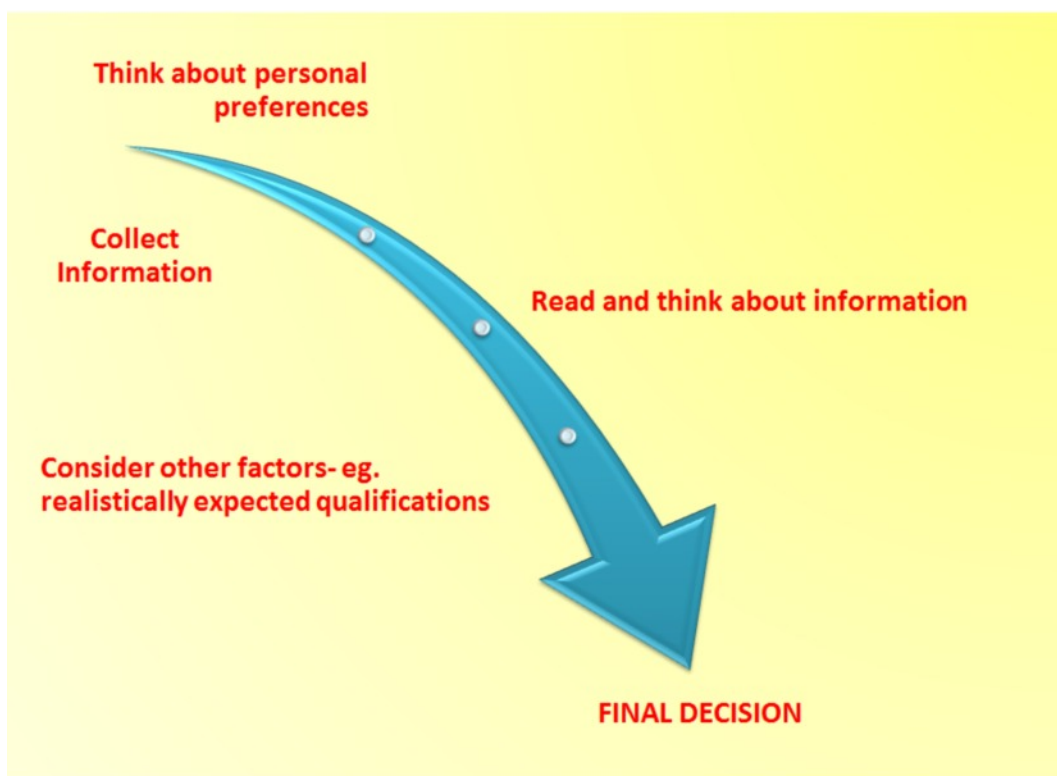
www.unistats.direct.gov.uk

Writing your personal statement

The statement is challenging but not overly difficult if you plan it properly. Divide your statement into sections and link your skills to the courses you are applying for.

By now you should have an idea of the types of subject and degree you want to do at University eg Law / Finance & Accountancy / general Arts Degree / general Science degree / vocational degree such as teaching or nursing & midwifery or optometry.

Read prospectuses and look at what courses are on offer - University courses are different, they are not like school courses where there is a national course.

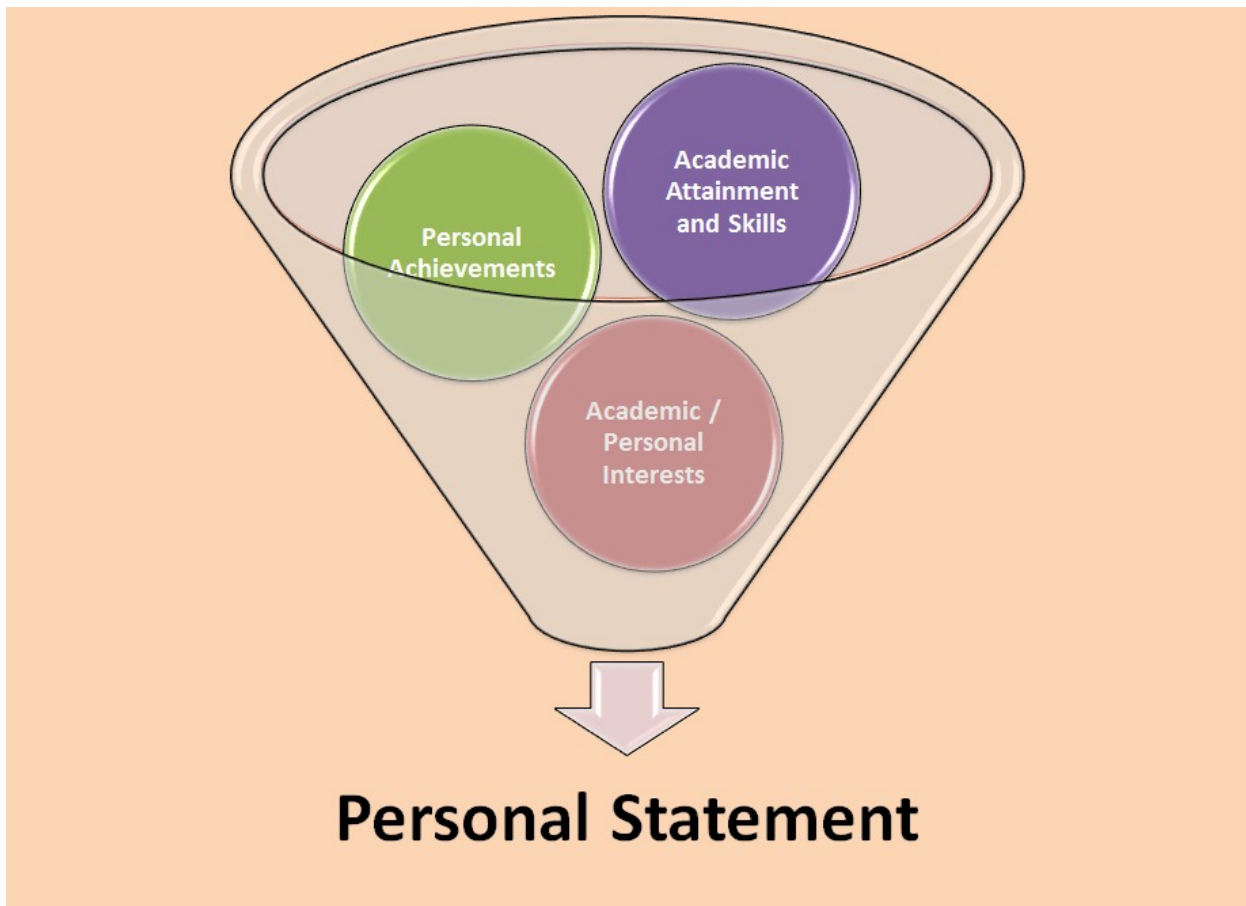


On the next page there is a diagram showing the 3 parts that should comprise your statement.

Academic Attainments and Skills

Academic and Personal Interests

Personal Achievements



Link your personal information in each of the sections to what you see as being the demands and aims of the course for which you are applying. Eg what do you think are your academic skills - words & language / social studies / numbers / scientific thinking and how do these relate to the course you intend to study ? In writing about your academic skills you should provide examples of where you are using them in your schoolwork. This indicates understanding of the skills.

Why are you attracted to that particular course ? Why does that one interest you rather than another course at another university ?

Be detailed in your comments and explain the points that you are making.

What are your personal interests and achievements ? What have you done that might relate to your proposed course ? Think especially here both about things you are doing in school and out of school. Courses such as nursing / teaching often look for evidence of practical experience eg community placements in social or caring environments.

How have these experiences helped you to gain a greater self awareness ? Has this

You are trying to build a positive picture of yourself to influence the admissions officer. Do not, however, exaggerate your achievements or write anything that you have not done, as all of your form is 'fair game' for questioning if you are called for an interview (as is increasingly happening) and if you are caught out it will not go well for you.

Do not write a list of your grades in your personal statement, these are put in their own section in the form so don't repeat them.

Avoid sentimental language or tugging at heartstrings. Its fine to say you enjoy a subject and that is why you want to study it in more depth but don't imagine that it helps to say that it will enable you to change the world and bring universal peace and harmony.

Timeline Checklist

<u>Action</u>	<u>Deadline</u>	<u>Done</u>
Register with UCAS	by October 24	<input type="checkbox"/>
Personal details & additional information section completed	by October 24	<input type="checkbox"/>
Education section completed	by October 28	<input type="checkbox"/>
Employment section completed	by October 28	<input type="checkbox"/>
Choices section completed	by November 21	<input type="checkbox"/>
Personal Statement	ongoing discussions with Past. Support Teacher	<input type="checkbox"/>
Form completed for transmission to UCAS	by December 12	<input type="checkbox"/>
All forms sent to UCAS by school	by December 17	

