

unifrog

An introduction to UCAS
and the Placements Tool

1. **What** is UCAS and what are UCAS points?

2. **Who** can apply through UCAS?

3. **When** should I apply?

4. **How** do I apply?

5. **Where** can I find more information?

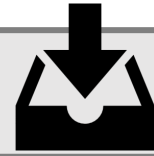
6. **What** happens after I've applied?



What is UCAS? What are UCAS points?



UCAS: The **U**niversities and **C**olleges **A**dmissions **S**ervice

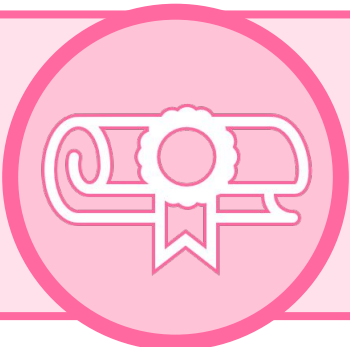


Definition:

UCAS

noun

UCAS is a central system for UK university applications. It streamlines the process by collecting and managing applications, coordinating with universities, and providing information to applicants.



UCAS Tariff points turn qualifications into a number value. The number of points depends on the qualification and the grade achieved.

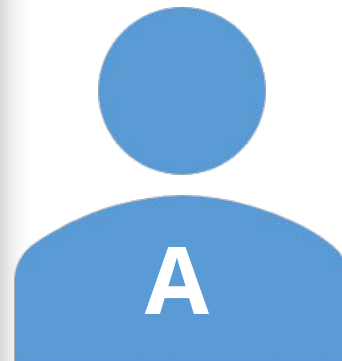
What is UCAS? What are UCAS points?

My qualifications

A level			✕
Maths	A		
		Points 48	

A level			✕
Accounting	A*		
		Points 56	

AS			✕
Business	B		
		Points 16	



How many points does **Student A** have?


What is UCAS? What are UCAS points?

With **120** points, **Student A** can study their chosen course in **finance**.

Total points:

120


A



Accounting & Finance
Leeds Beckett University
City CampusC

🎓 BA (Hons) 🕒 3 years
📖 Full-time 📅 16/09/2024


120
UCAS Tariff Points



Financial Management
University of Hull
The University of Hull

🎓 BSc (Hons) 🕒 3 years
📖 Full-time 📅 16/09/2024

112
UCAS Tariff Points



Financial Management
University of Portsmouth
Main Site

🎓 BA (Hons) 🕒 3 years
📖 Full-time 📅 23/09/2024

104-112
UCAS Tariff Points

Who can apply through UCAS?



Currently, **UCAS** is the central system for UK university applications.
Most applications to UK universities go through UCAS.



- ✓ UK students
- ✓ International students
- ✓ Mature students (21+ years)
- ✓ Applicants for teacher training



Course-related admissions tests



Some courses – like medicine, mathematics, and law – may have additional admissions tests (e.g. UCAT, STEP, or LNAT).



Oxford and **Cambridge** have a variety of **admissions tests**.



When should I apply?



There are **two main deadlines** to be aware of when applying to **university in the UK**. These dates are set well in advance, and they tend to fall on similar dates every year.

15th October



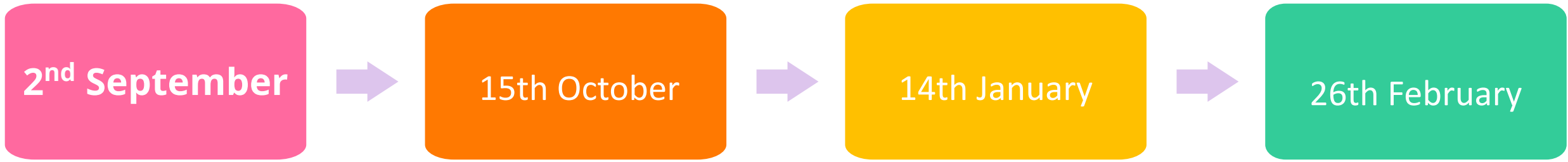
Deadline for most **medicine, dentistry**, and **veterinary** courses. It is also the deadline for **Oxford** and **Cambridge** applications.

14th January



The deadline for **most other degree courses**. You can apply before this deadline even if you're not applying to medicine, dentistry, veterinary, or Oxbridge.

When should I apply?



Completed applications can be submitted to **UCAS** from this date.

Deadline for **Oxbridge**, and most **medicine, dentistry, and veterinary** courses.

Deadline for **the majority** of other undergraduate courses.

UCAS Extra opens: if you've received no offers, you can now add another course.

HGS Deadlines

6th July	First 'good' draft handed in to form tutors
20th July	Personal Statement Day for those that missed the 7th July deadline.
September	All students to meet with their tutor for a one to one meeting to look at their first PS drafts/updates and discuss aims for the academic year
7th September	All Vets, Medics, Oxbridge students to let Ms Stojko know they wish to apply – list to be circulated to all teachers
25th September	Vets, Medics and Oxbridge student to hand final draft to their tutors
4th October	Students deadline for Medics, Vets and Oxbridge applications
13th November	HGS final deadline for personal statements and UCAS applications

How do I apply?



Once you've registered, you need to complete **seven sections** on your UCAS form.

Personal details

Choices

Personal statement

Additional information

Education

Ms Stojko will add your
UCAS reference to your
UCAS form.

Student finance

Employment

You can apply to up to **five** courses.

Predicted Grades

The teachers of each subject decide the predicted grades for their students, as they know them best. They will use their professional judgement and experience of making UCAS predictions and may consider some or all of the following factors:

- Results of Year 12 half-termly assessments (HTA's)
- Results of Year 12 Mock Examinations
- Grades awarded in progress reports
- General attitude to learning and commitment
- Performance in homework assignments
- The student's drive and passion for the subject

Teachers will not base their predictions on student or parent wishes, what the student needs to get into a particular course, or on a student's promises to work harder. Teachers need to provide within their reference evidence that the student is **regularly** attaining the grade predicted.

All predicted grades will be visible on Unifrog







Overview ▾ Quizzes ▾ Recording ▾ Locker ▾ Academics ▾ Materials ▾ Refs ▾ Apps ▾ Edit ▾

Predicts Results

Predicts

To edit Harriet's Predicts, simply click "Edit". Want to add Predicts for the 4-point GPA, SAT, ACT, or overall IB Diploma? [Add now](#)

So far 0 comments have been added. [Add / View comments?](#)

Subject / Name	Qualification	Predict	Added	Last edited	Notes
PHILOSOPHY & ETHICS with Mr Adams 		C	8 Oct 24	8 Oct 24	Edit >
PHILOSOPHY & ETHICS with Mrs Foster 		No grade added yet			Start >
HEALTH & SOCIAL CARE with Mrs Miller 		D	18 Jun 24	18 Jun 24	Edit >
HEALTH & SOCIAL CARE with Mrs Mills 		No grade added yet			Start >
MEDIA with Mrs Bunker 		C+	2 Jul 24	2 Jul 24	Edit >
MEDIA with Ms Pateman 		No grade added yet			Start >

Request to Review Predicted Grade

If a student feels that a particular predicted grade is not a true reflection of their ability or what they may achieve at the end of Year 13, then they can ask for the grade to be reviewed by providing a letter of appeal and completed proforma to the Head of Sixth Form at least 10 working days before the UCAS deadline, to enable staff to respond.

The Proforma will be available on Google Classroom and must be completed by the student

How do I apply?



The **key pieces of information** you'll need when you complete your application are:

- Name(s)
- Contact number(s)
- Email address

- Reference numbers
- Fee codes
- Disability needs

- Equality information
- Relevant activities
- Parental background

- What student finance you intend to apply for

- Your five university / course choices

- Information about qualifications gained since the age of 11

- Details of jobs you've had. But not voluntary work – save this for your statement.

- Your perfected personal statement!

When you **submit** your application, it gets **sent to your school** first – **not UCAS.**

What happens after I've applied?



You've carefully crafted your application and submitted it. **So now what?**

1

Follow your application progress using **UCAS Track**

2

You **might** be invited to **interview**

3

You **might** be invited to take an **entry exam**

4

Your universities will make a **decision**

5

UCAS Track will notify you of the outcome



The time it takes universities to respond can vary enormously.

Try not to panic if you don't hear anything for a while!



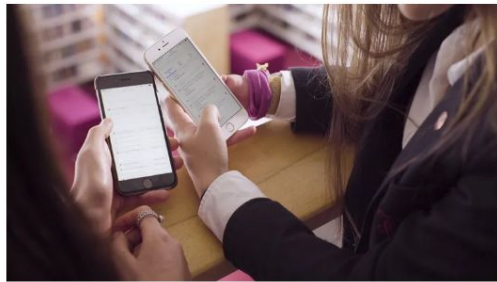
Where can I get more information?

Explore the **Know-how library**: search for 'UCAS' to find guides about applying to UK universities.

Know-how library

✓ Guides favoured

[Go to tool >](#)



UCAS timeline: Key dates

What you need to do and when

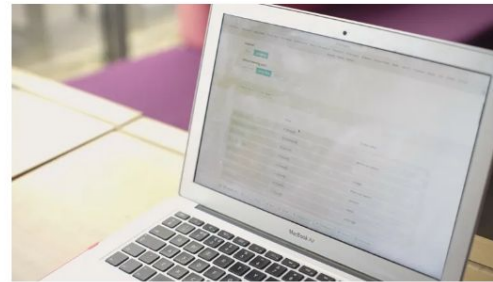
[Read the guide >](#)



What happens after submitting your UCAS application?

The logistics explained

[Read the guide >](#)



How to fill in the UK UCAS form: a step-by-step guide

Advice on filling in the UCAS form

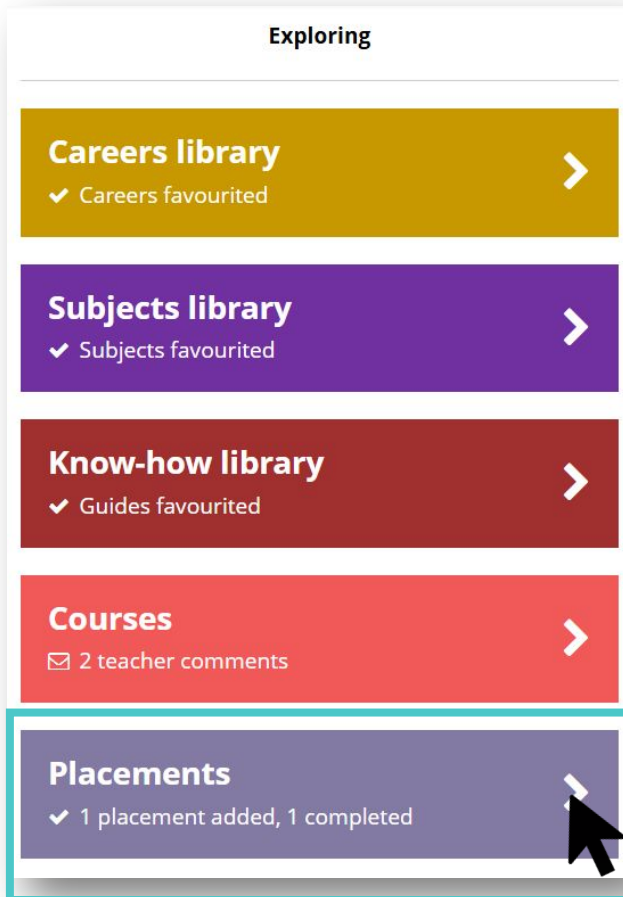
[Read the guide >](#)

Remember to speak to [REDACTED] if you need help or advice regarding **UCAS**.

Using the Unifrog Placements tool



The next few slides will show you how to use the Placements tool.



- After logging into your Unifrog account, scroll down to '**Exploring.**'
- If you don't see the Placements tool straight away, click '**All tools.**'



Using the Unifrog Placements tool

You can use the Placements tool for:

In person work experience

Direct, personal interaction with an employer that involves visiting a workplace.



Virtual work experience

Direct, personal interaction with an employer via an online platform.



Using the Unifrog Placements tool

To get started, click 'Add new placement.'

Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? [See the whole process >](#)



0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)



Using the Unifrog Placements tool

You'll first see a page that asks you to confirm that you're organising a placement that's **in the future** and **agreed with the employer.**



Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form. Afterwards we'll ask the placement lead at the employer to fill in the next form.

This form is only for organising a **placement** that is **in the future**.

A placement is where you are hosted directly by an employer, you have direct individual contact, and you observe their work.

You must already have the employer's individual email address, and they must already have personally agreed to host you.

Use the **Activities** tool instead to record:

[Placement in the past >](#) [Work experience webinar / course / presentation >](#) [Job >](#) [Workplace visit >](#)

* Already agreed with the employer?

Yes, I have agreed it with the employer



Agree the placement with the employer (eg by email) **before** adding it on this tool.

Using the Unifrog Placements tool

You'll then see your
**Student initial
form.**

Here, you'll be able
to enter important
details about your
placement.



Basic details

* Name of placement business / organisation

* Placement start date

Placement end date

* T-level

Is this placement part of a T-level you are studying?

* Placement coordinator

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

Using the Unifrog Placements tool: Basic details

Enter the business name and placement dates and select whether your placement is part of a **T level** or not.

* Name of placement business / organisation	Unifrog		
* Placement start date	1	May	2023
Placement end date	12	May	2023

* T-level	---- select ----
Is this placement part of a T-level you are studying?	

Then select the staff member at school/college who's coordinating your placement.

* Placement coordinator	Miss Emily Adkins
This is the school / college staff member who will be coordinating the placement from your school's / college's side.	

Using the Unifrog Placements tool: Logistics

Enter the time commitment, e.g. part time Mon-Thu 09:00-13:00.

Logistics

* Describe the time commitment

Full time

* Will you meet the employer in-person (not on a video call) at any point during the placement?

---- select ----



Important: If the experience you are adding involves **any** in person time with the employer, select 'Yes, it's all or part in-person'

Then select whether your placement is **in-person** or **virtual**.

The rest of the form will look different, depending on your selection.



Using the Unifrog Placements tool: Logistics



If your placement is all or part **in-person**, you'll need to add some extra information.

* Placement country	<input type="text" value="--- select ----"/>
* Placement address	<input type="text" value="eg 100 Pudding Lane, London"/>
* Placement postcode / zip code	<input type="text" value="eg EC3R 8AB"/>
* Is this the workplace where you'll be based throughout the placement?	<input type="text" value="---- select ----"/>

If you select 'no' then you'll need to explain where you'll be based.

* Explain where you'll be based throughout the placement

For half of the placement, I'll be at...
For the other half, I'll be at...

Record where the placement is and whether this workplace is where you'll be based throughout the placement.

Using the Unifrog Placements tool: Logistics



If your placement is all or part **in-person**, you'll need to add some extra information.

* Will you live at home as normal during the placement?

* How will you travel to and from the placement?

If you select 'no' then you'll need to explain where you'll be living.

* Explain where you'll live during the placement, including the name of the person who you're staying with and their contact number

Select whether you'll live at home as normal during the placement and how you'll travel there.

Using the Unifrog Placements tool: Your objectives

Your objectives

* What are your objectives for this placement?

During this placement, I'd like to observe...
I'm really keen to learn about...
I'd like to know...

Words: 17. 25 minimum recommended.

We will show this to the employer, to help them plan a really useful placement for you.

Consider:

- What skills you want to develop
- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

[See example](#) ▾

Create some learning objectives for your placement.
What skills do you want to develop? What do you want to learn?



Remember that this text will be shown to the employer.

Using the Unifrog Placements tool: Employer contact details

Employer contact details

* Employer placement lead: name

eg Tim Cook

* Employer placement lead: email

eg tcook@apple.com

Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: email (again)

eg tcook@apple.com

* Employer placement lead: phone number

-- country code --



Phone number

Enter the employer placement lead's name, email address, and phone number.



Double check that you've entered the employer's email address correctly!

Using the Unifrog Placements tool: Your details



If your placement is all or part **in-person**, you'll need to add some extra information.

Your details

* Your date of birth

1	▾
January	▾
2000	▾

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

---- select ----	▾
------------------	---

Enter your date of birth, any special needs, illnesses, medical conditions, allergies, or injuries.

If you select 'yes' then you'll need to add details.

* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.

Peanut allergy

Using the Unifrog Placements tool: Your details



If your placement is all or part **in-person**, you'll need to add some extra information.

* Parent / guardian (who must also be your emergency contact)

eg Salvador Dali

* Parent / guardian email

eg s.dali@gmail.com

Important: this must be correct, or we won't be able to progress the placement.

* Parent / guardian email (again)

eg s.dali@gmail.com

Enter your parent/guardian's name
and email address.

**Double check that you've entered
your parent/guardian's email
address correctly!**



Using the Unifrog Placements tool

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school/college as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

Form finished? mark this form as finished and notify employer to fill in their initial form

[Add placement](#) or [cancel changes](#)

Read the four points and tick 'Agree' to acknowledge your agreement.

Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

Using the Unifrog Placements tool

Unifrog

Scheduled for: **01 May 23 - 12 May 23** Type: **In person**

- 1 **Student initial form** Completed on 21 March 2023
- 2 **Employer initial form**
- 3 Parent / Guardian agreement
- 4 School permission
- 5 School during-placement check-in
- 6 Employer review form
- 7 Student reflection form

more

more

more

more

more

more

more

If you need to change anything, click 'more' next to 'Student initial form' and then 'Edit.'

You'll be able to keep track of the next steps by clicking 'more' next to the other forms.

Adding a placement



Now it's your turn to add your placement!

Exploring

Placements

✕ No placements added



Read each section carefully and check the information you've entered before clicking 'Finished.'

Make sure you have the contact details of your employer placement lead to hand.



Adding a placement



Now it's your turn to add your placement!

Exploring

Placements

✕ No placements added



Read each section carefully and check the information you've entered before clicking 'Finished.'

Make sure you have the contact details of your employer placement lead to hand.



University of Herts Taster Day

Date: Thursday, 4 June 2026

Time: Leave at 9.00 back to school for 2.30pm

Purpose: allow students to explore a university campus, attend taster university lectures, talks and get a taste of campus university life.

Cost: £10:00

Deadline - Friday 8th May 2026

unifrog

Sign in at:

unifrog.org/sign-in