



Entry to university workbook

Name:

But I don't know what to study..

Activity 1

What subjects have you studied in the senior phase?

What subjects have interested you the most? Why?

Why go to university?

Activity 2

Think about the advantages and disadvantages of going to university. You can do this with a partner or as an individual task.

Advantages

Disadvantages



Extension task:

Research this question further online and add to your answers

Research, research, research

Activity 3

Deciding what you want to study at university can be a tricky task, so it is important to do your research.

Use myworldofwork.co.uk and prospects.ac.uk to explore careers and universities that may interest you.

Career	Qualifications required	Skills and qualities required	University courses

The UCAS application process made simple

Register online



Register on ucas.com
Set username and password
Create security questions
Enter school buzzword

Personal details



Personal details
Residential status
Convictions
Disability
Additional info

Choices



Five choices
Universities and courses chosen
When you would like to start

Education



Schools attended
A-Levels/IB/Highers achieved
GCSEs/Nat5s
Any additional qualifications (UKCAT/LNAT)

Employment



Only include paid work
Job title
Employer's details
Dates of employment

Personal statement



Course choice
Studies and achievements
Work experience
Hobbies and interests
Career aims

References



Supplied by Guidance teacher
Performance (grades, attendance/punctuality, deadlines)
Personal attributes

Pay



£27.50 for multiple choices (as of 2023)

Application timescales 2024

- January
 - 31st January - Deadline
 - Interviews for Medicine and Dentistry
- February
 - Applicant Days
 - Interviews for other courses
 - EXTRA opens
- May
 - First deadline to reply to university offers
- June/July
 - EXTRA closes
 - Deadline to reply to university offers
- August
 - Clearing
 - Open Days
- September
 - UCAS opens
 - Open Days
 - University starts
- October
 - 16th October: Deadline for Medicine, Dentistry, Veterinary and those applying to Oxford/Cambridge



Remember!
Check for your school deadline

Great! You are ready to apply. Time to plan your personal statement.

Activity 5

Write down some ideas about what you think a personal statement is and what it should contain.



So what is a personal statement?

“ An undergraduate personal statement is a chance to get noticed for the unique talents and experiences you have. It’s an important part of the application process as it’s an opportunity to talk about yourself and your passions, outside of your grades. ”

Extract from [ucas.com](https://www.ucas.com)

Your personal statement is an opportunity to show the university why they should choose you and to demonstrate your suitability for the course.

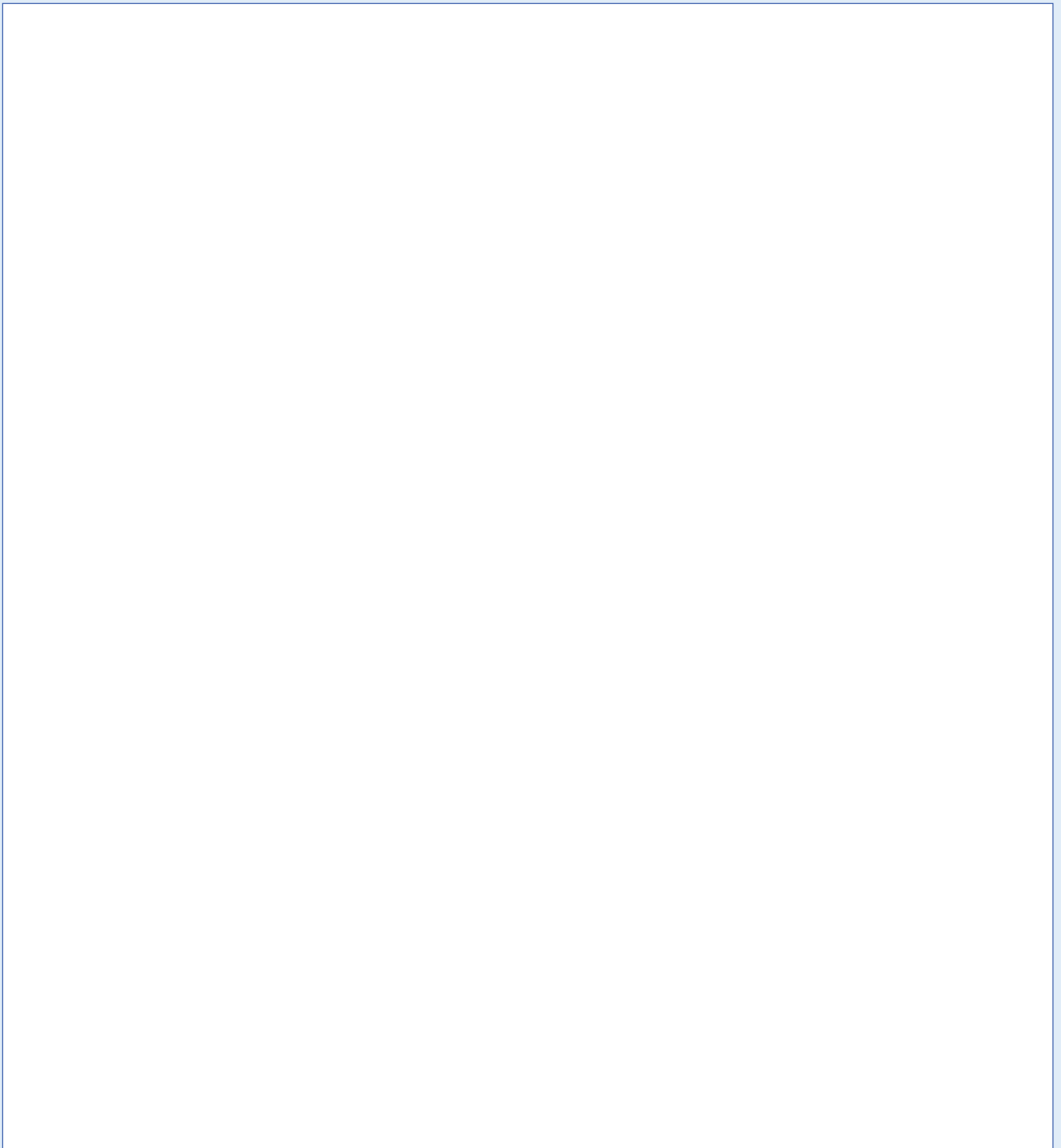
Writing your personal statement: getting started

Activity 6

Answer the following questions to help get you get started on the first draft of your personal statement. There is space to do this on the next page.

1. Why have you chosen this course?
2. What excites you about the subject?
3. Is your previous or current study relevant to the course?
4. Have you got any work experience that might help you?
5. What life experiences have you had that you could talk about?
6. What achievements are you proud of?
7. What skills do you have that make you perfect for the course?
8. What plans and ambitions do you have for your future career?

Personal statement ideas planning sheet

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Identifying your skills and qualities

Activity 7

From the list below circle at least five of your personal skills and qualities which are most relevant to your chosen course.

Problem solving	Team work	Public speaking	Analysing information
Patient	Interpersonal	Dexterity	Creative
Motivated	Supportive of others	Communication	Administration
Good with hands	Literacy	Listening	Teach others
Research	Compliant	Construct or repair	Independent study
Open minded	ICT	Confident	Technological
Retain information	Attention to detail	Time planning	Design
Organised	Numeracy	Explaining to others	Leadership
Results orientated	Mediate	Empathy	Manage stress
Interpretation	Efficient	Persistent	Sincere
Responsible	Positive	Competitive	Calm
Energetic	Hard working	Approachable	Fair
Enjoy challenge	Innocative	Take initiative	Academic
Logical	Reliable	Flexible	Sensitive

Sample statements activity

Activity 8

Assess the sample personal statements and identify strengths and areas for improvement.

	Strengths	Areas for improvement
Sample 1		
Sample 2		

What are admissions officers looking for?

- An understanding of the course/sector
- Enthusiasm for subject
- Participation in extra-curricular activity
- Voluntary or charity work
- Self-awareness
- Ability to cope with university study
- Time management
- Possible Additional/Vocational requirements:
- A caring nature, with an ability to empathise
- Patience and tolerance
- Dexterity



Remember!

Each university will have their own admissions criteria.

Make sure to check the individual requirements of each university

Personal statement: importance of linking

One of the most difficult parts of writing a personal statement is making your skills and experiences relevant to your chosen course.

The easiest way to do this is to use the ABC Method

A Activity: What have you done?

B Benefit: What skills/knowledge/experience has it given you?

C Course: How does that relate to your chosen course?

Example: a student applying for Social Work

A Part time work at hotel.

B Communicating with the public, handling difficult situations.

C Working as part of an interdisciplinary team and communicating with a diverse range of community members. Can manage high pressure situations where individuals may be distressed.

ABC strategy activity

Activity 9

Select two of your strongest skills/qualities that are most relevant to your chosen course. Apply the ABC Strategy to each. There is space to do this below.

Some personal statement dos and don'ts

Do	Don't
Check your spelling, grammar and punctuation carefully.	Waste space listing courses.
Be clear and concise.	Be over the top and unrealistic.
Use the full word limit provided.	Be over-confident or arrogant.
Make relevant links to your chosen course.	Use slang, abbreviations or text speak (language should be formal).
Ensure your personal statement is structured appropriately.	Use cliches.
Redraft, redraft, redraft. Use resources from school, universities and UCAS to help.	Favour or mention one university over another.
Show you have done your research on the course/area of study.	Be vague.
Be positive and proud of your achievements.	Plagiarise.

You should now be ready to start writing your first draft of your personal statement

Activity 3

Use the guidance below to start constructing your first draft. There are two Personal Statement Planning Pages to help you do this.

Course Choice

- Explain your choice of subject and why you want to go to university.
- Outline why you are interested in the subject(s). Why does the content/ structure of the course appeal to you? Provide evidence that you understand what is required to study the course.
- Demonstrate that you are well motivated and enthusiastic about your chosen subject area.
- If you are applying for a vocational subject explain why you want to be in the profession. Demonstrate what you have done to investigate the profession and why you will be successful.

Work Experience

- Detail any work experience, placement or voluntary work, particularly if relevant to your subject choices.
- How is your work experience relevant to your chosen degree subject?
- What transferable skills have you gained from your work experience?
- What were your roles and responsibilities?
- Has your work experience sparked your interest or affected your course choices at HE level?

Studies and Other Achievements

- Do your current subjects have relevance to your degree choices? What have you studied so far that is relevant to the course you are applying for.
- What have you enjoyed most about your course and why?
- Have you been involved in any projects or activities which have helped to develop your skills and passion for the subject further?
- Finally what further skills you have developed such as; collating information, analysing, research, project work, working in a team.
- Other achievements eg certificates and awards.

Career aim

- What is your long term career goal? Is your chosen degree going to help you achieve this? Explain how.
- If you are unsure about your career aim, include an outline of the field in which you hope to work.

Concluding statement

- Why should the university choose you?
- Attributes that make you interesting, special or unique.
- It should be a powerful statement about you.



Make sure you check and double check your statement before you submit.
Ask your family, friends, teachers and careers advisor to read and check your statement.

Personal statement planning sheet

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What happens next?

Acknowledgement



Email notification and access to MyDundee

Selection



Grades, personal statement, reference
Interviews / selection tests

Decision



Unconditional
Conditional
Reject

Your response



Firmly accept (1st choice)
Insurance (back up)
Decline

Apply for:

- Fees
 - Accommodation
 - Bursaries
 - Scholarships
-

Admission



Begin university

Useful resources

ucas.com

prospects.ac.uk

myworldofwork.co.uk

dundee.ac.uk

university.which.co.uk

thecompleteuniversityguide.co.uk