

Information for Summer Leavers 2010

- Leaving Dates
- Completing the Leaver's Procedure
- Return of College Deposit
- Results Day
- UCAS applications
- Job Seekers
- General advice for when you leave

Check your College email frequently during the coming weeks. Any new/updated information will be sent to students by email

Leaving Dates

Advanced Level and/or GCSE Courses

The final date by which the Leaver's Procedure should be completed is, at the latest, 2nd July, however if your examinations finish earlier you should sign off as quickly as possible.

Foundation, Intermediate and Advanced Vocational Courses

The last date for completion is 2nd July but this is dependent on the completion of the course. Vocational Team Leaders and tutors will advise students of the completion date of the programme.

Completing the Leaver's Procedure

To complete the Leaver's procedure you must:

- All books must be returned to the relevant departments and signatures of Subject Tutors and Course Tutors obtained to confirm return of College property
- All equipment must be returned to the relevant departments
- All portfolios to be collected from Vocational team leaders/Course tutors
- Departments will inform you of the 'when and where' to return property
- All library books/locker keys and I.D. cards must be returned (the Library and Resources staff will confirm this with a College stamp)
- Your Personal tutor must sign the leaver's Form last
- Any mobile devices on loan must be returned to IT Services as indicated in the Loan Agreement Form.

College Deposit

Your College deposit will be returned by post on completion and return of the Leaver's form. The Main Office will not accept incomplete forms. If you attempt to leave an incomplete form at the office it will be returned to you by post. The non-return of College property (e.g. text books and library books) as well as examination fees (for non-attendance at the examination) and any outstanding monies will be deducted from the College deposit. Failure to complete the Leavers' Form by 2nd July will result in a delay in the return of the College deposit.

EMA Students: The July bonus will not be processed until your Leaver's Form has been completed.

If your Leaver's Form is not completed by the 2nd July, your College deposit will not be returned until September at the earliest.

Examination Results

A2 and AS Level results are expected on the **19th August 2010**. If you wish to collect your results in person the College will be open from:

11:00 am – 2:00 pm for both A Level and AS Results

GCSE results are expected on the **24th August 2010**. If you wish to collect your results in person the College will be open from:

11:00 am – 2:00 pm for GCSE Results

- **Vocational results** - please consult with Team Leaders and Course Tutors as to when such results are confirmed.
- If you wish someone else to collect your results for you, a letter of authorisation has to be written and signed by you
- Examination Certificates will be posted to you when they have all been received

IMPORTANT INFORMATION for those students who have applied for University for 2010 - what to do when you get your results:

College email account: This is likely to be closed down at the start of September. Please bear this in mind when giving contact details to universities

Thursday 19th August and Friday 20th August:

The Careers Centre will be open from 9:00 am- 5:00pm and staff will be available to answer any enquiries and help you in any way they can. You will also be able to use the phones to contact any Universities about your offers and use the computers to access UCAS course search & TRACK. **There will also be a limited service available in The Careers Centre on Monday 23rd and Tuesday 24th August.**

UCAS Helpline number: 0871 4680468

Careers Direct Line: 01708 514443/01708 514440

Email: nikkihelps@havering-sfc.ac.uk

Important! You will need to enter your application number and password to access TRACK on www.ucas.com Make sure you bring this with you on 19th August.

When can I find out if I have got in to either my firm or insurance choices?

Check TRACK. Last year applicants were able to access TRACK early in the morning before receiving their results to see if their firm or insurance offers had been confirmed.

When I get my results what do I do if I have got the results to get in to my firm choice?

Nothing except celebrate! Your offer will be automatically confirmed on TRACK and you will receive a letter from UCAS in a few days.

What do I need to do if my results were not as good as expected?

First of all don't panic. Your firm choice university may still take you even if you have missed the required grades and if not; your insurance choice will still be considering you. Come to the Careers Centre and check the status of your application by looking at TRACK.

What should I do if I am unsuccessful in gaining my place at either my firm or insurance choice?

You will automatically be eligible for Clearing -You can take part in Clearing if you have already applied through UCAS and you are in one of the following categories.

- You have not received any offers
- You have declined all your offers or not responded by the due date
- Your offers have not been confirmed because you have not met the conditions (you have not achieved the required grades)
- You have declined a changed course, a changed date of entry and/or changed point of entry offer
- You applied for one course which has been declined/unsuccessful and you have paid the full £19 fee
- UCAS received your application after 30 June 2010

Track your progress online

Check Track on our website to see if you're eligible to use Clearing. It is important that you check Track because UCAS will not send you anything in the post to tell you if you are eligible. **If you are eligible for Clearing an 'Add Clearing choice' button will appear on your Track 'choices' screen which you can use to apply for a course.** Check the UCAS website on 19th August to find out which courses are on offer and contact the institutions directly to find out if they will consider you with your grades/points. You will also be given a Clearing Number which you should quote when you contact the Universities so that they can instantly view your complete application on TRACK. For full details on how to apply through Clearing see <http://www.ucas.ac.uk/students/nextsteps/clearing/facts>

Act Quickly if you become eligible for Clearing

Due to the increased number of UCAS applications nationally and the cutbacks in funding, there will be fewer places available in Clearing this year so it is vital that you act quickly to find which vacancies are available. It is recommended that you come to the Careers Centre to check UCAS for vacancies as soon as you receive your results because vacancies will be filled quickly.

Adjustment period - How to use Adjustment

This is when you do better than expected (you meet or exceed your predicted grades) and want to 'trade up' because you now have the grades for a course you could not originally apply for. **You have 5 days from the 19th August to look for an alternative course whilst still holding your firm and insurance offers.**

If you want to use Adjustment, you will need to register in Track. The option to register will be displayed for all applicants whose place has been confirmed (status has changed from conditional firm (CF) to unconditional firm (UF)). However, **you are only eligible if you have met and exceeded your original CF offer conditions.** To use Adjustment:

<http://www.ucas.ac.uk/students/nextsteps/adjustment/facts>

Register in Track by clicking on 'Register for Adjustment' on your 'choices' screen.

1. Contact a university or college to see if they have vacancies
2. The institution will check that you exceed the conditions of your unconditional firm choice.
3. The institution will tell you if they can offer you a place, and you tell them if you want to accept it.

4. If you are accepted through Adjustment, your Track screen will be updated with the new choice and UCAS will send you a confirmation letter.

What should I do if I decide to decline my offers and re-apply next year/take a Gap year?

Please contact UCAS as soon as possible confirming that you have withdrawn from this application cycle and let Careers staff know as you will need instructions on how to apply for 2011. You will need to apply through the College using the College buzzword **havering11** so that we can provide your reference and ensure the smooth process of your application by the set deadlines. Applications for UCAS 2011 start on September 15th 2010 and if you are applying for medicine/dentistry/veterinary science, the deadline for applications is 15th October. The deadline for all other applications is 15th January 2011. Please also remember to contact Careers if you will be taking the BMAT test as we will need to register you by 30th September (BMAT test will be taken at this College on 3rd November).

If you decide to apply any time in the next year please contact Nikki Phelps by email nikkiphelps@havering-sfc.ac.uk or phone me on 01708 514443

Re-sits

Only those with exceptional circumstances (e.g. severe sickness or bereavement) will be able to return to College next year to re-sit qualifications.

Information for Job-Seekers

If you are looking for work after you leave college you can get help from your local Connexions Centre. You must use the service in the borough in which you live. You can find this information in a local telephone directory or the website of your local authority.

For Havering residents the Connexions Centre is at:

6-8 Holgate Court
Western Road
Romford
Essex RM1 3JT
Tel: 01708 746401

You can e-mail questions to Jacquie Stewart (the Havering Connexions Adviser who is assigned to Havering Sixth Form College) at: Jacquelyn.stewart@prospects.co.uk

She will be in College from 19th August - 24th August to offer advice and guidance.

Good Luck

