

18+ Care Leavers Service

Social Worker and Personal Adviser

University Checklist



This checklist provides guidance on supporting the young person with their research into university, making their application, starting their course and then their progression through their programme and post-graduation plans.

Application Cycle key information:

- Applications to university courses are generally through the UCAS Application system (WWW.UCAS.COM)
- Deadlines for applications is **15th January** for the application to be considered. Applications after 30th June will go into Clearing – waiting to see what spaces there are post results
- Finance applications, date not set, generally from Jan onwards - <https://www.gov.uk/apply-online-for-student-finance>. Ensure that you have provided a letter on KCC headed paper confirming the Care Leaver status of the young person to accompany their Student Finance applications.

Social Worker and Personal Adviser Higher Education tasks in academic year prior to starting university:

Time to complete	Task	Date Completed
Sep to Dec	<ul style="list-style-type: none"> ➤ Support the young person to attend visits to universities with the course of interest. Access Careers guidance support from the current education provider, VSK or 18+ ➤ Arrange meetings with Uni Support and Accommodation with universities of interest – consider the cost and affordability. ➤ Key websites for information: <ul style="list-style-type: none"> ➤ Become Charity ➤ Propel Website 	
UCAS Application is open from Sept to mid Jan	<ul style="list-style-type: none"> ➤ Check that the UCAS application form has been completed – If in education, they may have been set a deadline for the school/ college to quality assure the application. ➤ Find out more about when to apply via UCAS 	
Nov	<ul style="list-style-type: none"> ➤ UCAS application – checked, approved and submitted. The UCAS application form has to be paid for (£20 for 1 choice, £25 for 2-5 choices and applications after 30th June) ➤ Submit to Education provider for them to complete their section and they will then submit UCAS on your behalf. ➤ ENSURE CARE LEAVER BOX IS TICKED ON THE UCAS APPLICATION FORM ➤ Ensure you have discussed accommodation options with the young person and approval has been given in principle. 	

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15 th January	<ul style="list-style-type: none"> ➤ UCAS Application deadline – for applications to be considered they need to be submitted by this date. Ideally submit applications prior to this date. 	
January To March	<ul style="list-style-type: none"> ➤ Ensure the young person has completed their Student Finance England Application – ENSURE THE CARE LEAVERS BOX IS TICKED FOR THE CORRECT FUNDING AND PROVIDE EVIDENCE LETTER ➤ Help the young person to log onto UCAS application to track the progress – ALL COMMUNICATION IS MADE VIA THIS. THIS NEEDS TO BE CHECK REGULARLY SO NOTHING IS MISSED WHICH COULD RESULT IN TO A LOSS OF PLACE/OFFER ➤ Find out more about tracking a UCAS application ➤ Support young person to attend interviews/ assessment days Offers will then be made by universities, discuss this with the young person 	
April	<ul style="list-style-type: none"> ➤ Respond to the offers made through UCAS account – confirming your firm and insurance choice. Keep an eye on your account for any other things you need to do. 	
Jun- Aug	<ul style="list-style-type: none"> ➤ Confirm final accommodation plans (Halls of Residence or Staying Put?). Does the university offer support with this? A greeter? Is there a mentoring scheme? ➤ Agree how the 18+ HE Bursary will be used. Final check of all financial support being in place. 	
Aug	<ul style="list-style-type: none"> ➤ A-Level results day (usually the 2nd Thursday of the month) – contact the young person to see how they got on and if they need help with their offers. 	
<p>UCAS Adjustments can be made between Results day in Aug to 31st Aug</p> <p>Clearing stage is from Jul to Mid Oct</p>	<ul style="list-style-type: none"> ➤ On the morning of results day – the young person should log onto their UCAS account to see what offers they have been given depending on their exam results. ➤ They will either be given their firm choice, their insurance choice or none at all. ➤ They must 'accept' their offer by the date set, if they don't do this, they can lose their offer. ➤ If they haven't been accepted into either choice, then they will have to go through clearing in order to gain a university place. ➤ If the chosen university is different to the original one quoted to Student Finance England – advise them as soon as possible of the change so the funding can be re-calculated. This also needs to be done for accommodation if the chosen university is different. ➤ Find out more about the clearing process ➤ If the chosen university is different to the original one quoted to Student Finance England – advise them as soon as possible of 	

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Aug	<ul style="list-style-type: none"> ➤ Once the young person has accepted their course, they will then be sent details of accommodation that they need to action and accept immediately if they are living at the university. ➤ If moving into Halls of Residence – is it catered or not? ➤ How is the deposit going to be paid and when by? ➤ What's included in the accommodation? ➤ Where will they stay during the holidays? – to be agreed with young person ➤ Some universities offer all year around accommodation – is this the case? 	
August to September	<ul style="list-style-type: none"> ➤ Consider student bank account options – Discuss with young person ➤ Agree a moving in date and time. ➤ Who is going to help with the move? – to be arranged. Some universities do help with this. ➤ Ensure data sharing agreement is in place between the LA and the university ➤ Create a checklist of things that need to be taken. They will need a passport sized photo for ID card. ➤ Gain the Designated Member of Staff's contact details ➤ Apply for Local Authority Bursary ➤ Apply for additional support packages at University with the young person. ➤ Ensure through UCAS, all the enrolment requirements are completed. ➤ Support young person to move into accommodation, help young person to organise room, walk around the campus to locate key points, find out about Freshers Fair 	
Ongoing	<ul style="list-style-type: none"> ➤ Stay in contact with the young person and the University staff for support 	

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YEAR 1 of Higher Education programme:

Oct- Dec	<ul style="list-style-type: none"> ➤ Use the PEP or Pathway Plan to check on progress and address any concerns – is the course what the young person expected, is the young person coping ok with the workload, have they formed friendships? Link in with the 18+ EET Team if young person wishes to withdraw/concerns. Check engagement with the University Designated Member of Staff. ➤ Check that the young person has received their financial support and managing their money, rent paid, food etc. ➤ If young person wishes to withdraw from course, support them to speak to the university before making final decision. If they still wish to withdraw, support them to contact Student Finance England regarding paying back/stopping their finance (liable for 25% up to January). This must be done by the end of November. 	
Dec-Mar	<ul style="list-style-type: none"> ➤ Check on progress and financial situation - agree/confirm holiday plans, track and monitor of course progress, how are they managing emotionally? Ask how any exam preparation is going? 	
Mar-Jun	<ul style="list-style-type: none"> ➤ Confirm plans for the next academic year – do they have to meet a certain standard to progress onto year 2? Where will they be living? Have they applied for their student Finance for year 2? Is a rent guarantor required for their accommodation? Any transports implications? 	
Jul-Sept	<ul style="list-style-type: none"> ➤ Discuss and apply for year 2 financial support from the 18+ Service ➤ Keep in touch with the young person to check year 2 plans are progressing. – Who will help young person to move to new accommodation ➤ Support with moving to new accommodation ➤ Continue to check on progress 	

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Would your young person consider becoming a Higher Education Champion for the Care Leavers Service? If yes, please speak to Carol Moyler.

YEAR 2 of Higher Education programme:

(new accommodation is generally required)

July-Sept	<ul style="list-style-type: none"> ➤ Ensure accommodation has been arranged and moved into, guarantor in place if required, plan in place to pay rent and utilities. ➤ Agree who will move the young person into their accommodation ➤ Agree and apply for the 18+ Bursary if not already completed ➤ Support moving young person into new accommodation ➤ Confirm where the young person will stay during the holidays is a placement required? ➤ Final check that all financial support has been applied for and is in place ➤ Check on the young person regularly to see how they are getting on and progressing and to address any concerns ➤ Check on how the bursary is being spent 	
Dec-Mar	<ul style="list-style-type: none"> ➤ Check on progress and financial situation – agree and confirm holiday plans, track and monitor progress, check on emotional health and wellbeing ➤ Ensure young person applies for all financial support – student finance England, bursaries etc for next academic year 	
Mar- Jun	<ul style="list-style-type: none"> ➤ Confirm plans for next academic year – going into 3rd year, taking year out, placement year, repeat the year? Where will young person live – guarantor required? 	
July - Sept	<ul style="list-style-type: none"> ➤ Keep in touch with plans for next academic year ➤ Confirm final plans for next academic year ➤ Continue to check on plans and progress 	

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If the young person is on a 4-year course, then repeat year 2 actions again for year 3.

Year 3 (or Final Year) of Higher Education programme:

June - Sept	<ul style="list-style-type: none"> ➤ Ensure accommodation is arranged and guarantor in place if required. Ensure pans is in place to pay rent and utility payments ➤ Agree who will help move young person into accommodation ➤ Agree how the 18+ HE bursary will be spent ➤ Support young person to move into accommodation ➤ Agree where the young person will stay during the holiday times ➤ Final check that all financial support is in place and being managed well 	
Oct-Mar	<ul style="list-style-type: none"> ➤ Check on young person to see how they are getting on – check on progress, financial support, any concerns they have ➤ Check on bursary spends ➤ Check on progress – agree plans for completing the course, dissertation on track, plans for graduation, plans for post course – post graduate study or working? Will the young person be returning to Kent upon completion of course? If so, where will they live? When does the young person have to vacate their accommodation? 	
Mar-Jun	<ul style="list-style-type: none"> ➤ Seek guidance from university as to post course options/support – when does the young person receive their results? ➤ Discuss results with young person and any impact on next steps and apply for £100 graduation gift from 18+ Service ➤ Discuss Graduation Ceremony plans – 18+ to attend if young person wishes and to support with ceremony costs if required (university may cover this costs) ➤ Discuss repayment of Student Loans with young person 	
varies	<ul style="list-style-type: none"> ➤ Attend/congratulate young person on graduation day 	
Jun-Aug	<ul style="list-style-type: none"> ➤ Support with moving to new accommodation where required and next step plans re career. 	

NB: Please note if your young person's course extends past their 25th birthday you must have a discussion with the Head of Service regarding continued support

Would the young person be willing to share their HE experience with other Care Leavers – what went well, what could have gone better? If so, please contact Carol Moyler.