



Cardinal Langley RC High School

Headteacher: Mr A Bridson B.Sc. (Hons)

15 October 2015

Dear Parent/Carer

Applying to college, sixth form or training provision through UCAS Progress

Searching and applying for their preferred post-16 destination is one of the most important activities your son or daughter will carry out during Year 11. As we move into a more digital age where the majority of applications are required to take place via an on-line platform, the school will be helping some pupils to carry out this process using the UCAS Progress system. This is part of a new approach being trialled across Greater Manchester from September which should make applying for a post 16 college course simpler and easier. Applications to Cardinal Langley 6th form should still be made using the school website.

UCAS Progress is a common application process, which helps young people to search and apply for their future learning and training through a single, online system. The benefit of using UCAS Progress is that they can search through the full range of post-16 opportunities, including A-levels, vocational courses and apprenticeships, before deciding where to apply. They will only have to input their personal information once and can send these details to multiple colleges and providers they are interested in applying to. Your son or daughter will receive support from the careers adviser to search for opportunities and to complete their application(s), this is particularly important for students who do not wish to stay at Cardinal Langley 6th form. As the system is web-based they will also be able to access their accounts at home or via other computers and mobile platforms that have internet access.

The Greater Manchester Combined Authority (GMCA) is fully funding the UCAS Progress system for all Greater Manchester young people during the 2015/2016 academic year. As we wish to make the UCAS Progress system available to all the young people in Year 11, we will be uploading your son/daughter's basic information onto the UCAS Progress system to create their account prior to introducing them to the system in the first term. This will include their first name, surname and date of birth, which will enable UCAS Progress to set up secure usernames and passwords.

This information will also be made available to Career Connect, Positive Steps and Salford City Council, each of whom is supporting the delivery of the project in Greater Manchester. Career Connect and Positive Steps are careers services that have been commissioned to deliver the project in Greater Manchester, whilst Salford City Council holds the licence agreement with UCAS on behalf of the GMCA. These organisations will only have access to your son/daughter's basic information for statistical purposes and under no circumstances will their information be shared with any other third party (e.g. a college or training provider) without their prior consent.

If you **do not** wish for your son or daughter's information to be uploaded on to the UCAS system please contact Mr B Rabbitt or Mrs C Hardman for further information.

Yours sincerely

Mr B Rabbitt
Life Skills coordinator