

Using the Prospectus (A step by step guide)



Sheffield Progress is an online prospectus and application system for young people to apply to school sixth forms, colleges and training providers.

2023 – 2024

Useful Information

This page provides information on the law surrounding the participation of young people (16-18) in education, employment or training. This includes the various options available to young people to ensure participation and the duties of the Local Authority to encourage participation.

You have 3 main options available to you and the end of year 11:

- Option one is to study full-time at school, college or with a training provider. The definition of full-time participation is at least 540 hours a year; this is around 18 hours per week.
- Option two is full-time employment or volunteering (full-time is counted as more than 20 hours a week) combined with part-time study or training. To count as full-time work, the job must be for 8 or more weeks consecutively and for 20 or more hours per week. Part-time education or training alongside full-time work must be at least 280 hours per year.
- Option three is to enrol in an apprenticeship, traineeship or supported internship.

Careers is here to support you in making this decision!

At Tapton School we offer all students a 1-2-1 to discuss their options with our Independent Career Guide Carol James. Parents are able to attend this meeting if they desire to by emailing our Career Lead Sam Dunn sdunn@taptonschool.co.uk.

Expectations

All students in year 11 will need to make applications using Sheffield progress by the deadline date.

Tapton Schools Policy is all students make a backup application, we hope you will never need your back up but, in our experience, it is considerably less stressful on results day

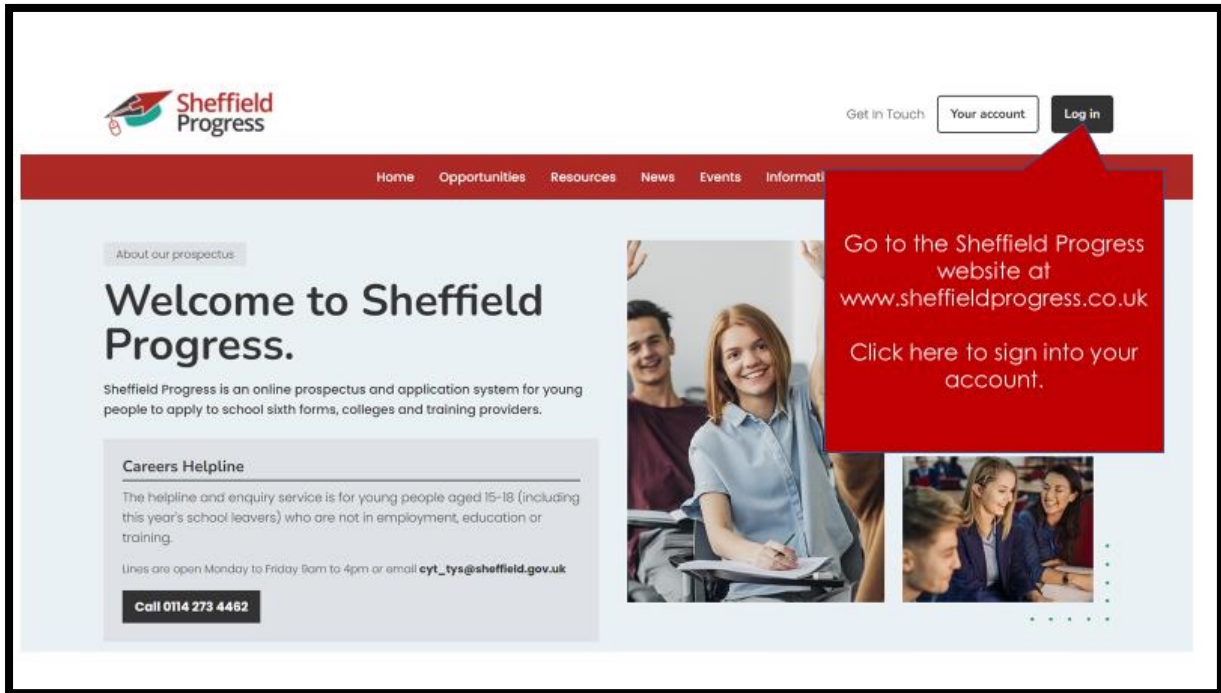
If you're applying for 6th form this will require a backup application to college or an apprenticeship. Sheffield City Council only allows you to hold an offer from one Sheffield 6th Form therefore another 6th form will not be considered a backup.

If you're applying for A levels college this will require you also applying for another level of qualification. If you are applying for an apprenticeship this will require you also applying for a college course or 6th form.

The deadline for applications is Wednesday 31st January 2024. This is set by the council and cannot be changed.

Section 1: Using Sheffield Progress

Step 1:

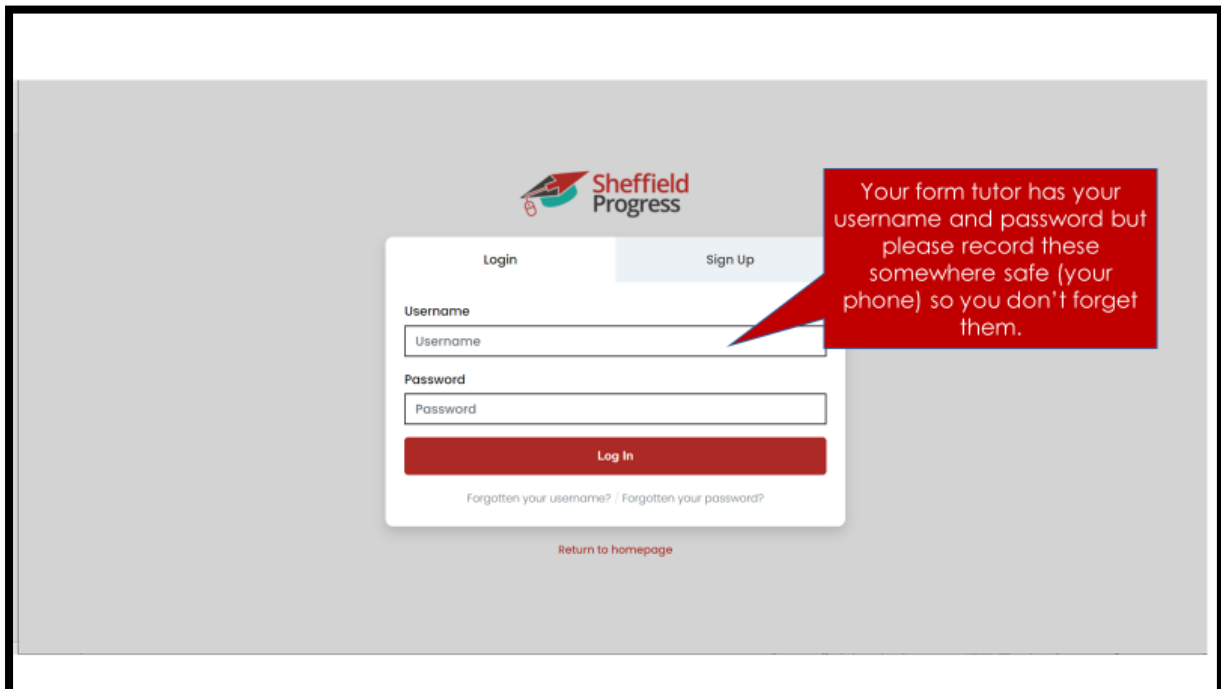


The screenshot shows the Sheffield Progress website homepage. At the top left is the Sheffield Progress logo. To the right are links for 'Get in Touch', 'Your account', and 'Log in'. A red navigation bar contains links for 'Home', 'Opportunities', 'Resources', 'News', 'Events', and 'Information'. The main content area features a 'Welcome to Sheffield Progress' heading, a brief description of the service, and a 'Careers Helpline' section with contact details. A red callout box on the right side of the page contains the following text:

Go to the Sheffield Progress website at www.sheffieldprogress.co.uk

Click here to sign into your account.

Step 2:



The screenshot shows the Sheffield Progress login form. At the top left is the Sheffield Progress logo. The form has two tabs: 'Login' (selected) and 'Sign Up'. It contains fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgotten your username?' and 'Forgotten your password?'. A red callout box on the right side of the page contains the following text:

Your form tutor has your username and password but please record these somewhere safe (your phone) so you don't forget them.

Section 2: Completing your profile

This page allows you to access all the sections of your application and indicates your progress in each section. You will only need to complete this once as the details are saved and used for each application made.

Step 1:

Your account
Get the most out of all the Sheffield Progress services you use.

Welcome back, Test
What do you want to do today?

Apply
You need to **fully complete both your profile and next step** before you can make an application.

Your profile
A record of your information.
Status: 00%
Update your details >

Your next step
Where you plan to go after year 11?
Status: Incomplete
Change destination >

Your Applications
Management centre.
Create or Review applications >

At a glance...
Everything you need to know about in one handy place.

- 6 Your Profile**
Only 6 more sections left to complete your profile
- 0 Applications**
You haven't created an application yet.

Tools

Callout 1: Your basic information will already be inputted for you such as your name, email and date of birth.

Callout 2: Before you start creating applications it is best to complete your profile first.

Callout 3: Click 'update your details' to start.

Step 2:

Your individual user information that is used for creating your applications.

< Back to your account

This is all about you, Test.
In order to complete your profile, please work through and complete each of the sections below.

Personal Details
Information about you.
Status: complete
Update details >

Address
Information about where you live.
Status: Incomplete
Update details >

Health
Information about your health.
Status: Incomplete
Update details >

Parental Information
Contact details of your parent, carer or guardian.
Status: Incomplete
Update details >

Qualifications
List all your qualifications from secondary education onwards.

Work Experience
This section is all about the work experience you have had during your time at school and college.

Personal statement
Write your personal statement here.

Callout 1: Once you get to this page, please fill in all sections of your profile.

Callout 2: Once each section has been completed in will turn green.

Callout 3: Your qualifications will already be completed and you will not be able to change these.

Step 3:

The screenshot shows the 'Personal Details' section of the Sheffield Progress website. At the top left is the Sheffield Progress logo. To the right are links for 'Get In Touch', 'Your account', and 'Log out'. A navigation bar contains 'Home', 'Opportunities', 'Resources', 'News', 'Events', and 'Information'. Below this is a '< Back to your profile' link. The main heading is 'Personal Details' with the subtext 'This section covers information about you.' There are four input fields: 'Forename(s) **', 'Surname (family name) **', 'Preferred Forename', and 'Preferred Surname', each containing the text 'Test'. A red callout box on the right contains the following text: 'In each section you can add or edit your details. All fields with a red star are mandatory and must be added before saving. Please double check any information already added and make sure they are YOUR details.' Below the form is a 'Qualifications' section with a red 'X' icon.

Step 4:

The screenshot shows the 'Legal Gender' and 'For reference only' sections of the Sheffield Progress website. The 'Legal Gender' dropdown menu is set to 'Male'. The 'For reference only' section includes a note: 'If any of the following details are incorrect please contact your school or provider.' It contains three input fields: 'Year Group' (with '11'), 'Current school, college or provider' (with 'Out of Area or Not Listed'), and a 'Save and continue' button. A red callout box on the right contains the following text: 'Once all necessary fields have been filled, scroll to the bottom and click 'save and continue'. This will take you back to the profile page where can navigate to the next section to complete.' At the bottom of the page are logos for NHS, BT, careemap, and GOV.UK.

Step 5:

Sheffield Progress

Get In Touch Your account Log out

Home Opportunities Resources News Events Information

< Back to your profile

Personal Details

This section covers information about you.

Forename(s) **

Test

Surname (family name) **

Test

Preferred Forename

Test

Preferred Surname

Test

Qualifications

In each section you can add or edit your details. All fields with a red star are mandatory and must be added before saving. Please double check any information already added and make sure they are YOUR details.

Section 3: Searching for courses.

Step 1:

Update details > Update details > Update details

What's next?

Once your profile is complete you can create an application or use your other tools.

Print your profile

Create a PDF >

Add courses to favourites

Search courses

Create an application

Message centre

Once you have completed all sections you will see they turn green. Now you are ready to find the courses you are interested in. The next step is to chose the courses you are interested in applying to. To do this you will first need to add them to your favourites list. You can start doing this by clicking 'search courses' or by navigating to the top and clicking 'opportunities'.

NHS BT

Your Local Online Careers Gateway Useful links Get social

Step 2:

Opportunities
Helping you to make the right choice.

Search for opportunities

What do you want to study? Full time courses Search

Full time courses
Browse our range of both vocational and academic courses and get your career off to a flying start.

Adult learning
Browse our range of adult learning courses.

Employer courses
Browse our range of work related courses

Jobs
Browse our range of courses

Here you have 4 options to chose from. All post 16 college and sixth form courses will be found in the full time course area.

Step 3:

Full time courses
Course Finder

< Back

Search for courses

What do you want to study? Search

Not quite sure what you're looking for or where to start? Try searching...

By Provider By Sector By Qualification By Level By Area

Here you can search for a specific course.

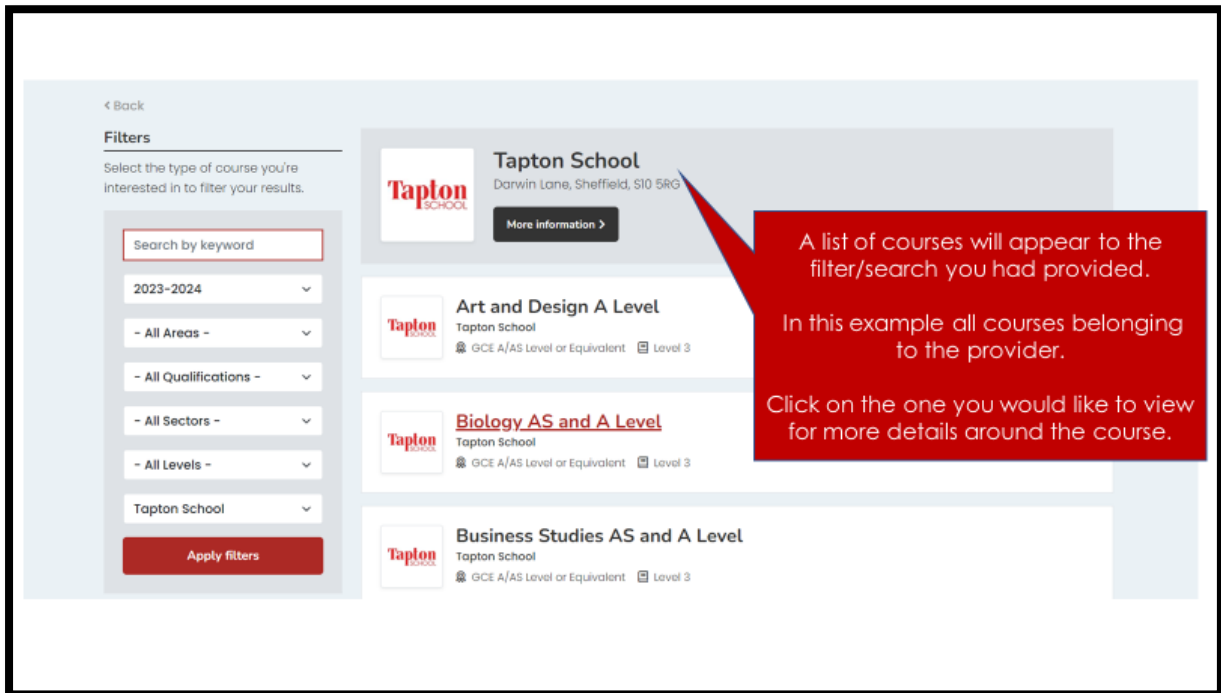
Or you can search by provider by using the filters.

GOV.UK

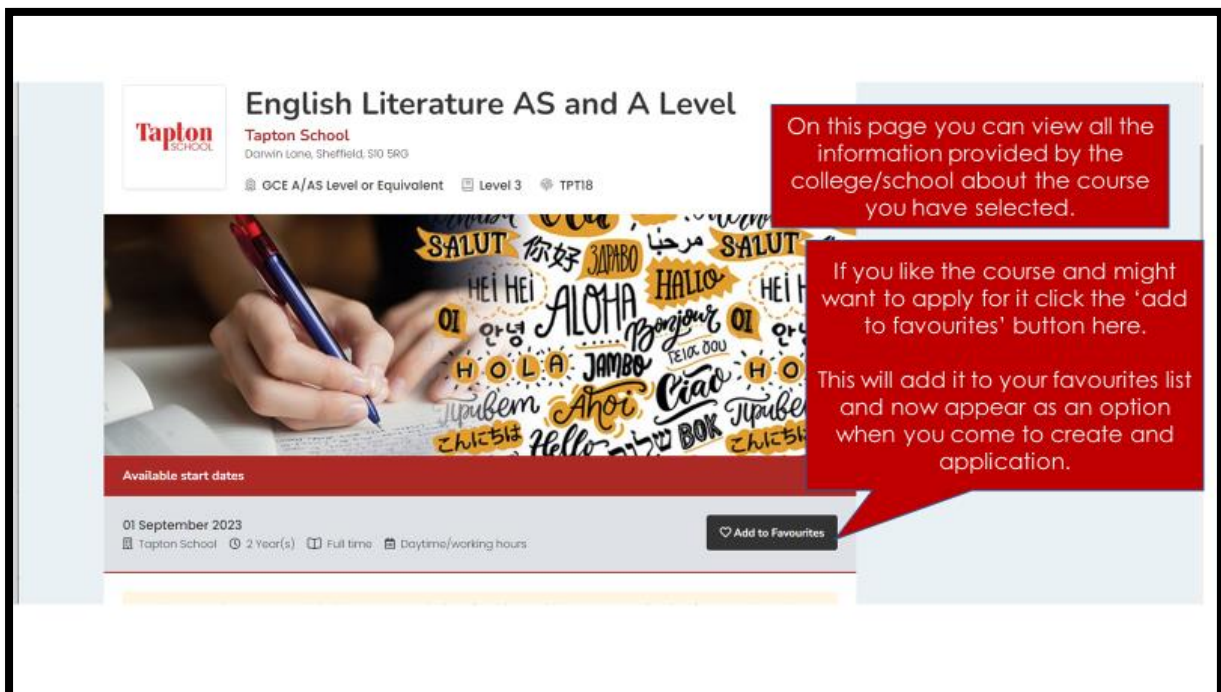
Your Local Online Careers Gateway Useful links Get social

You can search by: By Provider – Where you would attend. By Sector – Area of study e.g. Arts, Media and Publishing or Health, Public Services and Care. By Qualification – What course you wish to study. By Area – The area of Sheffield or surrounding area you wish to study in.

Step 4:



Step 5:



Look at course information and entry requirements if you do not meet the entry requirements you cannot apply to that course. You can look at all the course you have added to favourites by clicking on the favourite's icon at the top of the page

Section 4: Making an application

Step 1:

Your account
Get the most out of all the Sheffield Progress services you use.

Welcome back, Test
What do you want to do today?

Apply
You need to **fully complete both your profile and next steps** before you can create an application.

Your profile
A record of your information.
Status: ccc

Your next step
Where you plan to go after year 11?
Status: Incomplete

Your Applications
Management centre.

At a glance...
Everything you need to know about in one handy place.

- 6 Your Profile**
Only 6 more sections left to complete your profile
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You haven't created an application yet.

Tools

Callout 1: Click on create or review applications to create you application.

Callout 2: Once you have added all your possible courses to your favourites list it is now time to create your application.

Step 2:

Hi Test, you've got this!
You can create a *new* application or review your existing applications.

To create an application follow these steps.

Step 1
Find
Search for a course that interests you.

Step 2
Add
Add the course to your favourites list.

Step 3
Apply
Create an application and...

Standard Application
This is the **most popular** application and can be used for any provider.

Callout 1: Click create a new application.

Callout 2: If you have already made an application it will show below under 'existing applications'.

Step 3:

The screenshot shows a web page with a red navigation bar containing links for Home, Opportunities, Resources, News, Events, and Information. The main heading is "Choose a provider" with the subtext "Select the provider for this application." Below this is a section titled "Test, let's pick the provider you're applying to" with the instruction "Choose from the list below." A dropdown menu is open, showing "Please select...". A red callout box points to the dropdown with the text: "Please select the provider you would like to apply to. Any provider listed in your favourite will appear here. Click 'save and continue'." Below the dropdown are two buttons: "Save and continue" (green) and "Cancel". At the bottom, there are logos for NHS, NHS.uk, Careerman, and GOV.UK.

Step 4:

The screenshot shows a dashboard for reviewing an application. At the top, a red warning banner says "This application has not been sent yet." Below are several sections, each with a status bar and an "Update details" button with a right arrow: "Personal Details" (green status bar), "Address" (red status bar), "Health" (red status bar), "Parental Information" (red status bar), "Qualifications" (red status bar), "Work Experience" (red status bar), "Personal statement" (red status bar), "Course Choices" (red status bar, with "No course chosen." text), and "Review & Send Your Application" (red status bar). The "Course Choices" section has an "Add/remove courses" button with a right arrow. A red callout box points to this button with the text: "Click here to add courses."

Step 5:

For Tapton School (484800)

← Back to your application

It is time to choose...
Select each course you would like to include in your application.

1. Add a course from your favourites list.

Tapton School

English Literature AS and A Level (01/09/2023)

Browse courses

Add course

2. Double-check your choice and order by preference.
Please note - any courses with a red background are no longer available and need to be removed from your application.

Until you add at least one course, you cannot progress with your application.

Note:
You may see courses in your course list that are unavailable. This is because you have used them in other applications.

Any courses you want to apply to must be Your Favourites, if you wish to add any more please refer to section 3, looking at courses and saving to favourites.

Step 6:

English Literature AS and A Level (01/09/2023)

Click for info.

2. Double-check your choice and order by preference.
Please note - any courses with a red background are no longer available and need to be removed from your application.

Tapton School

1 English Literature AS and A Level (Level 3)

3. Why have you chosen the course(s)?
For example, they will lead to a type of career, it's an area that you are interested in etc. If you have chosen different types of courses, you should also explain why. Don't feel you have to write too much here.

Save and continue

Cancel

If you have selected more than one course, here you can order them by preference or remove them from your application.

Write a few words to explain why you have chosen the course. This could be because of career aspiration or interest.

Once all sections are completed click 'save and continue'.

Some providers allow you to make multiple applications to them, if they don't then the favourites will be greyed out with a message to let you know why.

Section 5: Sending an application

Step 1:

The screenshot shows a dashboard with eight application sections, each with a progress bar and an 'Update details' button:

- Personal Details:** Status bar is green.
- Address:** Status bar is red.
- Health:** Status bar is red.
- Parental Information:** Status bar is red.
- Qualifications:** Status bar is red.
- Work Experience:** Status bar is red.
- Personal statement:** Status bar is red.
- Course Choices:** Status bar is green. Text below says 'You have 1 course selected'.
- Review & Send Your Application:** Status bar is red.

A red callout box points to the 'Review & Send Your Application' section with the following text:

Once all sections (except this one) have been completed and turned green, you are ready to review and send of your application.
Click 'send application'.

Step 2:

The screenshot shows the 'Send application' page header with the Tapton School logo and contact number (484800). Below the header is a 'Review your details' section with the instruction: 'Take your time to check all the information is correct.'

The 'Personal Details' section includes the following fields:

- Forename(s): Test
- Surname (family name): Test
- Preferred Forename: Test
- Preferred Surname: Test
- Date Of Birth: 17/04/1977
- Home Phone No.:

A red callout box on the right side of the page contains the text: 'Check all your details one last time before sending your application.'

The provider may have some questions for you to answer, these are at the end of the page. Complete any additional fields or checkboxes and click the Send Application button to send your application

Writing a Personal Statement

Your personal statement is meant to represent you – so everyone's will be different but it is a good idea to aim for the following split.

Paragraph one (60%): Why are you applying for the course(s). What you have done in the past that makes you suitable for the courses

Paragraph two (20%): Your hobbies and leisure activities

Paragraph three (20%): What you want to do in the future

The whole personal statement should be about 2000 characters in total (half a side of typed A4). You cannot write more than 4000 characters and need to write a minimum of 250.

For each paragraph think about the questions below. You do not need to answer them all and only the ones that are relevant to you.

Paragraph one: (1200 Characters)

- What interests you about the subject?
- What skills you hope to develop?
- Particular project work you have done?
- Course related activities?
- Any relevant work experience?
- Any voluntary work?

Paragraph two: (400 Characters)

- Your hobbies and leisure activities?
- Sports, music, drama you participate in?
- Other extra curricula activities?
- Significant responsibilities at home or school?
- Special achievements?

Paragraph Three: (400 Characters)

- Any future career plans?
- Any future academic plans?
- What do you know about it already?
- Why does this interest you?
- Why do you think you would be good at it?

Personal Statements Dos

1. Give details. Explain exactly which topics or activities you've taken part in and enjoyed. It's much more compelling to read about 1 or 2 detailed examples than 5 or 6 brief ones.
2. Give academic examples that demonstrate why you want to study the course and what makes you a good candidate. You need more than just "enjoying the subject" (this should be a given!).
3. Write about the skills you have and the skills you want to learn
4. If you have completed work experience, write about what you learnt from it and how you have applied what you learnt to your studies or wider/deeper reading.
5. Be reflective. If you make a point like 'I like reading', 'I travelled abroad', say what you got from it.
6. Try to be concise - make every word count!

Personal Statements Don'ts

1. Try to define the subject in any way. Remember that your Personal Statement is about you - it's not about how much you know about a subject; it's about your interest in and suitability for it.
2. Mention skills and activities without giving examples of when they have been demonstrated and what you learnt from them. Anyone can write "I have great leadership skills"; actually using an example that shows when you demonstrated good leadership skills is much more effective.
3. Give explanations about medical or mental health problems. These should be explained in your reference, not your Personal Statement.
4. Apply for significantly different courses.
5. Write a statement specific to just one provider
6. Copy and paste the statement from somewhere else!

Further information

Open days

Prior to starting the application process, you are strongly advised to check individual school websites for information regarding Open events, GCSE grade requirements and subject availability.

Chose 3 options

You are invited to list up to three Sheffield school 6th Forms in order of preference in your application. You may list other provision such as colleges, UTCs etc. but Sheffield LA will only accept up to 3 schools.

Not all providers use Sheffield progress.

Sheffield Progress can be used to apply for places in colleges, the UTCs and other providers not listed above. Applications for some other providers will be processed by the providers themselves.

Meeting Entry requirements

Regardless of whether you are applying for a place at Tapton or another provider, to qualify for a place in a 6th form school, you must meet the minimum entry GCSE requirements and the school must operate the courses/subjects for which you are applying. More information about the minimum entry requirement for each school and subjects can be found on each individual school website.

Tapton as first choice

If you apply to Tapton as your first choice, provided you meet the grades and any other requirements, you will be offered a conditional place, and any other preferences in Sheffield Sixth Forms listed lower on your application will not be considered.

Tapton as a second or third choice

If you list Tapton as your second or third choice, then any Sheffield 6th Form listed higher will be considered. You may find that it is possible for hold an offer at an external school, and at Tapton. If this is the case, you will be asked to make a decision as soon as possible as to which place you wish to accept. Holding both places means that you are sitting on a place that otherwise could be offered to another eligible student who has not been offered a place in a 6th form.

Additional Support

Students requiring any additional support ie extra time in exams etc (Not EHCP) should state this clearly within the personal statement/supporting evidence.

Withdrawing an application

Please do not withdraw an application without first speaking to a member of the careers team at school.

When to apply

Applications are now open. Your application should arrive by **31stth January 2024**. To meet this deadline, you will need to submit the application by **22nd December 2023**

Offers

For 6th Forms decisions will be announced during **February 2024**. If you have not heard by the start of March please contact us.

Tapton Sixth Form Key Dates

22 November 2023	Sixth Form Open Evening
w/c 27 November 2023	Student Consultations with Sixth Form (Internal Applicants)
31 January 2024	Deadline for applications – Sheffield Progress Online Applications submitted to the Council.
26 February 2024	Conditional offers of places made to students
5 March 2024	Student Consultations with Sixth Form (External Applicants)
15 March 2024	Deadline for accepting offer
w/c 24 June 2024	Sixth Form Induction Week
22 August 2024	GCSE Results Day and Registration Day at Tapton Sixth Form for all students <u>Compulsory</u>