

If you are a level 3 tutor responsible for providing a UCAS reference you should have a UCAS login to include a username and password. If you have not please email Jo Booth [jbooth@hrc.ac.uk](mailto:jbooth@hrc.ac.uk) detailing your tutor group. Login at <https://www.ucas.com/advisers/login>

#### Responsibility.

It is the level 3 tutor's responsibility to approve the application and provide a reference. This is entered onto the students UCAS application. When approving the application ensure the correct information is provided on the qualification they are undertaking and that all modules are entered correctly (if applicable). Only approve applications that have been submitted (have red tick) You can then submit your reference in the text box provided.

Once this has been done your CM needs to approve the reference.

Once the reference has been approved the application can be submitted to UCAS, this is completed by the HE team at Ware

If you are unsure about writing a UCAS reference please see the following link <https://www.ucas.com/advisers/references> also the schools line for UCAS is 0)345 123 8001. They are really helpful if you have any problems.

The UCAS deadline is at 18.00 on 15<sup>th</sup> January 2018. Students can submit applications after this date but universities can say that their courses are full.

If you require any further support please contact Teresa Claridge on 01992 411598 or Kate Hill on 01992 411607 or email [careers@hrc.ac.uk](mailto:careers@hrc.ac.uk)