



Top tips for calling clearing

A level results can be daunting, particularly if the grades are not as good as expected. The prospect of calling colleges and universities may fill you with dread, but there are people on the other end waiting to give you help and advice.

The most important thing is remain calm and be prepared. igen's Connexions Careers Advisers have provided the following checklist for when you make a call to admissions tutors or clearing hotlines:

Before the call -

Make sure that you have -

- your Clearing number
- a pen & plenty of paper
- a full list of your exam results (including GCSEs).
- a clear idea of your UCAS position - are you:

rejected,

borderline & not sure yet,

wanting to convert from HND entry to a degree course.

- decided which course to ask about - don't ask for vacancies in anything!
- researched the course in detail, you will not impress if you are not aware of the course content.

After getting through -

- make a note of the name of the institution and the person you are talking to.

ask -

- do they have places on the course you want?
- what qualifications will they accept?
- what are the interview arrangements?
- what is the accommodation situation?
- if I take an HND or Foundation Degree, is it possible to transfer to a degree later ?
- are they prepared to make you an offer?

After your calls -

- sit back and assess your situation.
- who seemed interested in you?
- are you genuinely interested in the course?
- what is the university / college like?
- what spare time activities are available?
- do you have the opportunity to visit before making a decision?

If you want further help or advice, call the local Connexions Centre to speak to a Connexions Careers Advisor.

ENDS

Notes to editors: For further information and to confirm attendance contact Zoe Tolman, igen Communications and Research Executive, email: zoe.tolman@igengroup.co.uk, Tel: 0113 226 2132, Mobile, 07824 505 518.