

PERSONAL STATEMENT

GUIDANCE FOR TUTORS

Stage 1: Monitoring and Tracking

Your students can use Careers Planner to create their UCAS personal statement. You are able to track and monitor the progress of your students as they create their personal statements. Students can also submit their draft personal statements via email to you for comment and advice.

1. Login to Careers Planner
2. Open '**My Students**' (top right of the screen)

On the left side of this page you will find the names and email addresses of the students in your tutor group. (Note: If the names of your students are not there, please contact a member of the post 16 team and ask them to allocate students to your group)

3. Scroll down the list of students or use the '**Search**' function to find the name of a student.
4. Click on the '**Personal Statement**' button for one of your students. You can now see what your student has written.
5. You can use the '**Feedback**' box at the bottom of each section to offer advice and support to your student. Click 'Done' to send your advice and comments to your student.
6. You can also send an **email** to your student. Open 'My Students' and click on the email address attached to the student.

Stage 2: UCAS APPLICATION – ADDING THE PERSONAL STATEMENT

7. When a Personal Statement has been completed and checked, it will be ready for the UCAS Form.
8. Your students will now need to copy and paste their Personal Statement into the appropriate section of their UCAS Application Form