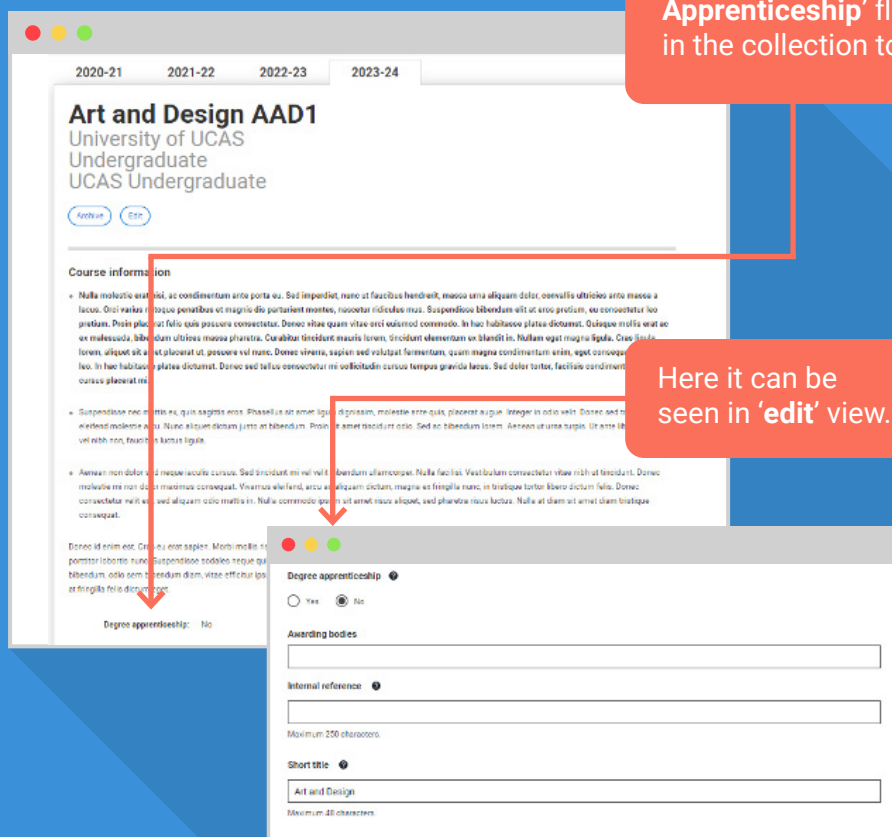# LISTING DEGREE OR GRADUATE APPRENTICESHIP COURSES IN COLLECTION TOOL AND SEARCH

UCAS

You can list your Degree Apprenticeship or Graduate Apprenticeship (Scotland) as you would any other course that you offer.

To ensure your apprenticeship courses are returned in our search please:

Use the '**Degree Apprenticeship**' flag in the collection tool.

Here it can be seen in '**edit**' view.

> A Degree Apprenticeship filter is available in our Search tool so using this flag will ensure that your course is returned when the filter is used.

> Add 'Degree Apprenticeship' or 'Graduate Apprenticeship' to your course title in brackets to ensure that it's returned in search results when 'Degree Apprenticeship' or 'Graduate Apprenticeship' is used as a free text search term.

> Enter information into the Course Information 'Summary' section so that potential applicants know about the unique features of your apprenticeship course. This is also the best place to include which businesses or companies your course is run in conjunction with.

> Use the 'Sponsorship information' field in the Course Information section to include relevant information about funding that may be available e.g., 'Eligible for ESFA funding'.

> When adding fees consider using the 'Additional costs/fee information' field so that you can make potential applicants aware of any expenses that are not included in the standard fees.

APPLICATIONS TO APPRENTICESHIP COURSES:

If you want to accept applications for this course via UCAS then please list it using a full-time study mode selection. You can also add your course as part-time, and this will be displayed as 'list only' and anyone wanting to apply will be re-directed to your website.

IF YOU HAVE ANY QUESTIONS ABOUT MANAGING YOUR COURSE LISTINGS, PLEASE CONTACT THE DATA COLLECTION TEAM ON 01242 544864 OR COURSESDATA@UCAS.AC.UK