

THE UCAS PUBLICATIONS CATALOGUE 2012-2013

The best higher education resources for students, parents and advisers.

Which course? Where to study? How do I fill in the application?
How much will it cost? What will it be like when I get there?
Should I take a gap year? Which career? Teaching resources.

UCAS

helping students into higher education

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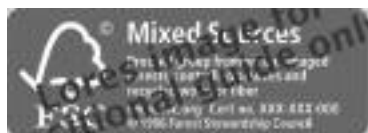
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Welcome

Dear Colleague,

Welcome to our new *Publications Catalogue* for 2012!

The Publications Team here at UCAS have been working hard to ensure that we have an expanding portfolio of publications and products available to help you inform your students during their university application.

NEW LOOK SECTIONS

The team are excited to introduce a range of carefully selected new titles, which you will find in the new sections of this catalogue. For easier navigation, the titles from other, well-respected publishers are split into sections reflecting the UCAS applicant journey. There are guides to help applicants decide on Which Career, Which Course or University is right for them. We recognise that not everyone will apply to university or college; therefore we have also added titles on vocational careers, such as Careers 2013 and Apprenticeships.

UCAS TITLES

You will find information on popular UCAS titles, such as **The UCAS Guide to getting into University and College** and the **Progression Series**. Our first edition of **The UCAS Guide to getting into University and College** has proved even more popular than we expected, with two re-prints and many fantastic reviews. This is fast becoming the definitive guide for applicants, their parents and advisers. We have introduced a fantastic discount structure for schools. Please see page 2 for details.

FREE OF CHARGE RESOURCES

Schools and colleges using the invoicing facility on www.ucasbooks.com can now order free of charge resources such as the Parent Guide and Big Map. If you would like us to send your login details to you, please email publicationservices@ucas.ac.uk and put 'LOGIN DETAILS' in the subject header along with your UCAS code.

As always, I hope you find this catalogue useful. Please feel free to contact us if you have any comments about our products and services at publicationservices@ucas.ac.uk. Your feedback and suggestions are important to us and always gratefully received. Also, if there is specific subject matter or a publication which you cannot find and you think we should stock it, please let us know.

Many thanks



Paul Bird
Publications Logistics Manager

The UCAS Guide to getting into University and College

Everything you need to know about the entire research and the application process

'...the most comprehensive guide...offers fabulous tips and advice...'

David Fullerton, Head of Careers

'Absolutely brilliant!'

Debbie Verdino, Post-16 Manager

'...it answers all the questions I'd felt stupid for asking at college, it's inspired me to do my research...I recommend it completely for anyone'

A 5-star review from an A level student on Amazon

'Really helpful particularly as we live in EU...Definitely a good buy!'



Who is this book for?

This popular guide has become definitive reading for anyone thinking about going on to higher education, whether they are UK or international students. The book covers the entire applicant journey, starting with deciding if higher education is the right path, through the research process and UCAS application, and everything that follows, right up until they begin their life as a student.

We, therefore, recommend this book to become definitive reading for Year 12/S5 or equivalent students. It should accompany them for their entire journey into higher education.

Why is this the right book for applicants?

More competition for places and increased costs for students and their families, mean that choosing the right place and making a high quality application are more important than ever. Here at UCAS we know the questions that worry potential applicants:

- Is higher education the right option?
- How do I choose a course?
- Which uni or college is right for me?
- How do I apply?
- What should I include in my personal statement?
- How do I find out about finance and funding?
- What happens after I apply?
- How do I prepare for an interview?
- What if I don't get the grades?
- What is Clearing?
- What happens once I am accepted onto a course?

The answers to all of these questions, and many more, can now be found for the first time in the official UCAS guide, designed to make the process of finding a place in higher education a lot easier. Staff from across UCAS have pulled together their years of expertise to create the definitive guide to getting into university and college.

What's inside the book?

WHERE TO START?

This section explains what higher education (HE) is, what types of qualifications are available and the role UCAS plays.

The applicant journey:

STEP 1 - CHOOSING COURSES

Entry Profiles, Course Search and admissions tests are explained, as well as how to read league tables, how to make the most of UCAS conventions and uni open days, what is the UCAS Card, and much more.

STEP 2 – APPLYING

When and how to apply, using the UCAS Apply system, how to write a personal statement, applying to Oxford and Cambridge and applications to competitive areas such as medicine.

STEP 3 – OFFERS

Important information on what happens next, such as finding out how to apply for funding, how to make decisions about replying to offers, and interviews (how to prepare; explaining auditions, requests for art portfolios etc).

STEP 4 – RESULTS

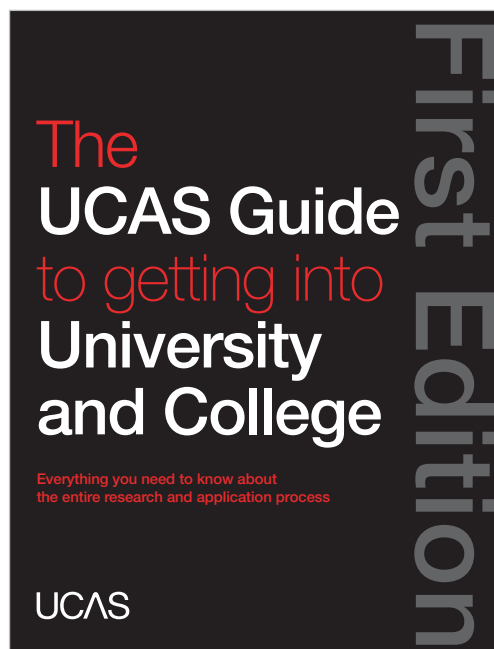
How to prepare for results day, how to appeal, how you will find out if you are successful and what happens next.

STEP 5 – NEXT STEPS

A comprehensive look at Clearing and Adjustment, as well as other options for those who don't get a place, such as gap years, apprenticeships, part-time courses and studying in another country.

STEP 6 – STARTING UNIVERSITY OR COLLEGE

Preparing to study, leaving home, how to manage money, getting support and tips from students who are already in higher education.



Resources

Additional useful information including the UCAS Tariff, details of useful organisations and a guide to UCAS and HE terminology.

Key features:

- Brings together the combined expertise of UCAS staff, along with insights and tips from students and universities.
- Includes information for school leavers, independent and international students, mature students and students with disabilities.
- Written in a friendly and easy-to-read format, with tips, myth busters, flowcharts, checklists and case studies.
- Includes additional content from experts such as the National Association of Student Money Advisers, student accommodation provider UNITE, The Complete University Guide, Skill (the National Bureau for Students with Disabilities), www.gap-year.com, and selected universities and colleges.

THE UCAS GUIDE TO GETTING INTO UNIVERSITY AND COLLEGE

Price: £11.99

ISBN: 9781843611363

Progression Series

NEW EDITIONS

For entry to university and college in 2013

Offering expert advice and inspiration for students applying to the most competitive subjects

From the latest survey carried out by UCAS regarding Progression guides: 88.8% of respondents found the information they needed and 93.3% would recommend the guides to a friend.

The UCAS Progression Series tackles the most popular and therefore most difficult to access courses and careers. Record numbers of applicants mean that it has never been so important to show evidence of research and active dedication to the applicant's chosen subject – that's where these guides can help.

The guides will give students a head start in their research.

Each book contains:

- subject introductions
- job profiles
- career options
- case studies
- graduate destinations
- advice on choosing an institution and applying
- entry requirements
- complete course listings.

Each subject area contains a whole host of opportunities, roles, sectors and sub-sectors. Applicants need to be able to focus their application and create a tailored personal statement in order to secure a place. By helping them get their research right in the early stages, the Progression Series will make this process easier.

Information on the pros and cons of league tables and how best to use them. Plus the latest information on university and subject rankings, including their compilers, the methodologies and measures used and an overview of the key websites.



These are just some of the comments we received in our latest survey to customers who bought the Progression guides:

'Very useful, informative guide covering a range of topics'

'...clear and well organised...'

'Students enjoy looking through these!'



What's inside?

CAREERS ADVICE

Careers guidance is invaluable for potential students facing tough choices. Each guide will give the reader examples of the opportunities available within the subject area and share the experiences and insights of those who have been there before.

KEY DECISIONS AND UCAS INFORMATION

To complement the career advice, the guides provide all the essential steps to securing a place, choosing the right course, preparing a personal statement and when to apply.

COURSE DATA

Complete course data, including entry requirements is provided. To help students navigate the vast array of courses available, we have split them into sub-sections allowing all courses in a chosen subject to be found quickly and easily.

PROGRESSION SERIES 2013 ENTRY

Price: £15.99 each

Special offer:

Over 20% off when you buy the **entire set for £124.99**

Published by: UCAS

Publication date: June 2012

Art and Design	9781908077127
Economics, Finance and Accountancy	9781908077172
Engineering and Mathematics	9781908077189
Nursing, Healthcare and Social Work	9781908077141
Law	9781908077165
Journalism and Broadcast Media, Film and Performing Arts	9781908077219
Medicine, Dentistry and Optometry	9781908077158
Psychology	9781908077202
Sport Science and Physiotherapy	9781908077196
Teaching and Education	9781908077134

Little Guide to higher education 2013

NEW EDITION

The perfect introduction for anyone considering higher education

Anyone planning on studying in higher education should start with the Little Guide. The ideal booklet for distribution to students and parents.

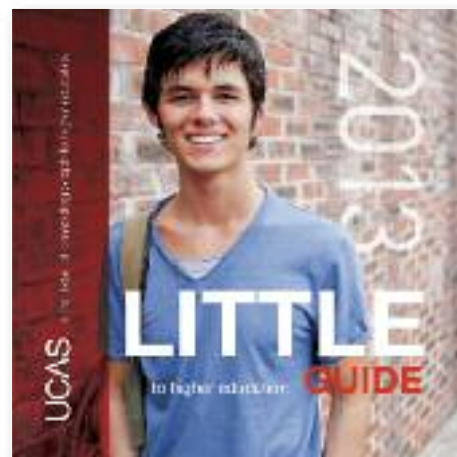
The Little Guide helps potential applicants make informed choices about higher education and begin to understand the processes of getting there. Applying can seem like a journey into the unknown, but there is no need to worry or be put off.

This 80 page guide describes the steps to take to get the most out of higher education and includes:

- What do you really want to do?
- How do you go about deciding?
- What to study?
- Where to go?
- When do you want to start?
- Introduction to student finance
- Overview of the UCAS process
- When to apply?
- Useful sources of information.

SPECIAL OFFER

Schools, colleges and HEIs will automatically receive a 50% discount on the recommended retail price and pay £1 per copy.



LITTLE GUIDE 2013

Price: ~~£1.99~~

£1.00 for schools, colleges and HEIs

ISBN: 9781908077110

Published by: UCAS

Publication date: March 2012

Please note: Students attending a UCAS convention will have the opportunity to pick up a free copy of the Little Guide.

Open Days 2012

NEW EDITION

Most students agree that open days enabled them to make an instinctive decision on where to study. There is no substitute for seeing an institution first hand.

With more than 1,000 events taking place each year throughout the UK, applicants and parents can use this up-to-date tool to plan their research. Additional information includes listings of taster courses, UCAS conventions and full contact details for all participating UK universities and colleges.

KEY CONTENT:

- advice on researching and deciding where to study
- the most comprehensive open days listings
- conventions calendar
- taster course details.



OPEN DAYS 2012

Price: £3.50

ISBN: 9781908077103

Published by: UCAS

Publication date: January 2012

UK registered centres

You can now order **FREE** resources for your parents evenings at www.ucasbooks.com*

Parent Guide 2013

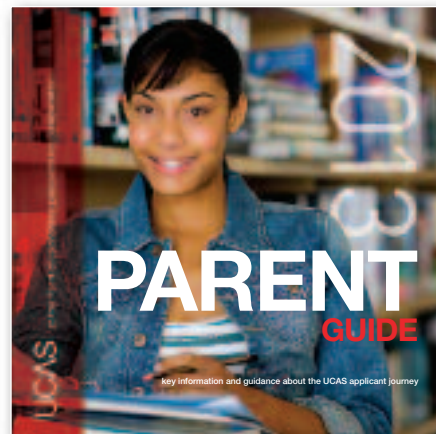
NEW EDITION

Gives parents key information and guidance about the UCAS process, choices, decisions and costs their son or daughter will make during their application to university or college.

PARENT GUIDE 2013

Standard box quantity 150

Publication date: February 2012



Big Map 2013

NEW EDITION

This helpful resource contains a map of UK universities and colleges, information on the applicant journey and statistical data about students at each institution on back of the map.

BIG MAP 2013

Standard box quantity 200

Publication date: March 2012



Postage structure

Postage charges apply at £4.95 for the 1st box and £7.95 for 2 boxes or more.

Examples

1. Mixed box of Parent Guide and Big Map, quantity up to 150 (1 box), postage £4.95
2. Up to 150 Parent Guide (1 box), postage £4.95
3. 200 Parent Guide (2 boxes), postage £7.95
4. 200 Big Map and 150 Parent Guide (2 boxes), postage £7.95

HOW TO ORDER:

1. visit www.ucasbooks.com
2. Login using your username and password (if you do not know your login details, please email: publicationservices@ucas.ac.uk)
3. Choose your quantity
4. Enter your Purchase Order number if you wish to be invoiced. Alternatively you can pay by a credit or debit card.

*It is recommended you order the Parent Guide separately if you have a parent's evening in February or March, so they are not held up by another order.

Which career?

Careers 2012

NEW TITLE

A great tool for any careers adviser, careers librarian or teacher to give pupils a head start in finding their desired career.

With over 500 jobs, whether vocational or graduate, Careers 2012 is the best-selling careers directory. It provides pupils with a vast range of jobs and careers to investigate.

Information about each career includes:

- what the work involves
- the type of person suited for the work
- working conditions
- money guide
- qualifications required
- related opportunities.

Price: £45.00

ISBN: 9781906041847

Published by: Trotman

Publication date: November 2011



The Careers Directory

An indispensable resource for anyone seeking careers information.

Covering over 350 careers, this is an ideal guide for students in Years 10 to 13 who are considering their futures and for careers professionals.

- What is involved.
- Requirements for entry.
- Impact on lifestyle.
- Opportunities for training.
- Earnings potential, and much more.

Price: £14.99

ISBN: 9781906711054

Published by: Cambridge Occupational Analysts Ltd.

Publication date : September 2011



A – Z Careers and Jobs

NEW EDITION

A thorough and respected career guide

'A very useful book for those deciding on a career. It gives details of most opportunities. A must for those serious about their future.'

5-star review on Amazon.

This is a great starting point for students considering their future and covers over 300 career choices.

The book includes:

- full details of the range of opportunities on the market
- personal qualities and skills sought by employers
- a list of qualifications and training required to succeed in your career
- contact details and current web addresses
- realistic salary expectations.

Price: £16.99

ISBN: 9780749464301

Published by: Kogan Page

Publication date: March 2012



What Next After School?

NEW EDITION

A wealth of expert advice covering all post-school options.

For students approaching the end of their years at school, there are so many opportunities and possibilities to choose from. Which route is best? Making these important decisions can be confusing and daunting.

What Next After School? is firmly established as a key guide for helping students understand the options available to them.

- Education options – including vocational training and academic education.
- Gap years – travelling (including personal safety) and working abroad.
- The world of work – practice recruitment tests, interview techniques, training and work experience.
- Practical issues – accommodation, debt and equal opportunities.
- Useful contact details.

Price: £14.99

ISBN: 9780749465322

Published by: Kogan Page

Publication date: March 2012



Which career?

Progression Series - 2013 entry NEW EDITIONS

Offering expert advice and inspiration for students applying to the most competitive subjects.

(See pages 4 and 5 for more detailed information)



Getting into... series

Realistic advice and essential information for popular courses and institutions.

This series offers straightforward, practical advice on how to secure a place on the course of your choice.

TITLES IN THE SERIES:

Getting into Business and Economics

Offers advice on the personal and academic qualities you need to get onto the course of your choice, including training options, how to complete your UCAS application and top tips for interviews.

Price: £12.99
ISBN: 9781844553938
Published by: Trotman
Publication date: February 2011



Getting into Veterinary School

This guide examines what makes a good vet, what admissions tutors are looking for, case studies, careers paths, interview tips and more.

Price: £12.99
ISBN: 9781844553907
Published by: Trotman
Publication date: February 2011



Careers with an Arts and Humanities Degree

Covers careers and graduate opportunities related to these degrees.

The book describes over 100 jobs and areas of work suitable for graduates from a range of disciplines including: English and modern languages, history and geography, music and the fine arts.

The guide highlights:

- graduate opportunities
- training routes
- postgraduate study options
- entry requirements.

Price: £12.99
ISBN: 9781904979401
Published by: Lifetime Publishing
Publication date: September 2010



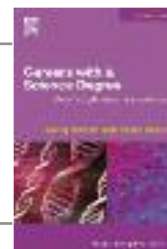
Careers with a Science Degree

Over 100 jobs and areas of work for graduates of biological, chemical and physical sciences.

Whether you have yet to choose your degree subject and still want to know where the various choices could lead, or are struggling for ideas about what to do with your science degree, this book will guide and inspire you. Areas covered include:

- nature of the work and potential employers
- qualifications required for entry, including personal qualities and skills
- training routes and opportunities for career development
- postgraduate study options.

Price: £12.99
ISBN: 9781904979395
Published by: Lifetime Publishing
Publication date: September 2010



Which Uni?

The Times Good University Guide 2013

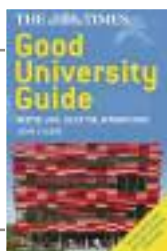
NEW EDITION

The best-selling and longest-running university guide available.

Features the latest league tables on more than 60 subject areas, plus guidance on course selection, university profiles, application, fees, bursaries and more.

- Authoritative league tables assessing each of Britain's universities
- The top universities ranked by subject area
- Advice on selecting the best course and university for you
- How to apply and guidance on accommodation
- Fees, bursaries and other financial matters explained
- Detailed profile of each university
- Specific advice for international students.

Written by John O'Leary, former editor of The Times Higher Education Supplement



Price: £16.99

ISBN: 9780007464340

Publication date: 26 June 2012

Virgin Alternative Guide to British Universities

The insider's guide to choosing the best university for you.

With no-nonsense advice, plenty of practical information and unrivalled student opinion, this guide provides the most honest picture of student life.

- The student's view of campus life
- Teaching quality and entry requirements
- Typical student profiles at each university
- Quality and cost of student accommodation
- The student union and social scene
- Campus arts, media and political agenda
- Employment prospects and where graduates end up
- Surveys, independent audits and statistics.



Price: £15.99

ISBN: 9780753540039

Published by: Virgin Ebury

Publication date: May 2011

Which Uni?

Helping students choose the perfect university for them.

One person's perfect university might be hell for the next person. Picking the right one helps ensure future happiness, academic success and brighter job prospects. This guide is packed with tables from a variety of sources, rating universities on everything from the quality of teaching to the make-up of the student population and much more.

- Includes 80 ranking tables, each with different criteria
- Extensive explanations and guidance
- Academic, financial and personal factors all taken into account
- Find universities that are the most targeted by employers, best for nightlife, first for quality courses, known for great societies and clubs and much more.

Price: £14.99

ISBN: 9781844552092

Published by: Trotman

Publication date: October 2009



Which Uni?

A Parent's Guide to Graduate Jobs NEW TITLE

A must-have guide for any parent who is worried about their child's job prospects when they graduate.

Bringing you the best and latest advice from the jobs market, graduate careers guru Paul Redmond shows parents how to help their child get a head-start in their future career. Parents can discover how to:

- increase their employability
- boost their earning potential
- equip them with essential work skills
- use your own contacts to get them ahead
- get them the right work experience.

Price: £12.99

ISBN: 9781844553952

Published by: Trotman

Publication date: January 2012



GETTING INTO ...SERIES

Getting into the UK's Best Universities and Courses

In-depth information for the most ambitious applicants

With over half a million students now applying to university every year, the competition is fierce. This book is for those who set their goals high and dream of studying on a highly regarded course at a university.

This guide shows how to identify and find the best courses and takes you through the application process to maximise your chances of success. It includes information on:

- selecting the best courses for a subject
- the application and personal statement
- preparing for interviews
- what to do on results day
- timescales for applications
- UCAS Extra and the Clearing process.

Price: £12.99

ISBN: 9781844553969

Published by: Trotman

Publication date: June 2011



Choosing Your Degree Course and University NEW EDITION

A comprehensive aid to help students with course decisions.

Every year, thousands of students who were lucky enough to win a place at university or college, want to change courses or universities in their first term because they made the wrong choice about what or where to study.

Detailing all the major university degree courses in the UK, the author, Bryan Heap, helps prospective students to narrow down their options and build a shortlist of their ideal subjects, courses and universities. The author gives expert guidance on all the key questions applicants need to consider when making their choices, such as what type of degree they should choose or what degree matches their career aspirations.

The guide includes:

- handy profiles on each degree subject and bite-size overviews of every UK university
- courses and locations.

Price: £24.99

ISBN: 9781844552481

Published by: Trotman

Publication date: April 2012



Top Universities Guide NEW EDITION

The definitive guide to the world's top universities.

Incorporating the latest official Times Higher - QS World University Rankings: all you need to know about studying abroad at a top university.

This guide includes:

- directory of the top 500 institutions worldwide, with full contact details and ranking positions
- league table of the top 200 institutions worldwide
- profiles of the top 100 universities worldwide
- top 100 institutions worldwide by subject area
- profiles of the top 10 study destinations worldwide
- expert advice on finding the right university and course
- help on study costs, financing and scholarships.

Price: £19.99

ISBN: 9780955815744

Published by: Quacquerelli Symonds Ltd

Publication date: January 2012



Which course?

Heap 2013: University Degree Course Offers

NEW EDITION

An independent, reliable guide to selecting the university degree offers in the UK, which could help you win those fought-for places in an increasingly competitive market.

The guide lists degree courses available at universities and colleges throughout the UK and the grades, UCAS points or equivalent that you need to achieve to get on to each course listed.

Price: £32.99

ISBN: tbc

Published by: Trotman

Publication Date: May 2012



Degree Course Descriptions

Over 120 degree courses explained.

This guide will tell students much of what they need to know about the nature of the degree courses they are considering. The individual articles on degree course topics are mainly written by heads of department and senior lecturers at major universities. These people know their own courses from the inside. They also understand the doubts and difficulties facing students who are about to make choices that will affect their whole lives.

- Wide ranging overview of the course area
- Details of typical course structures
- Career opportunities for graduates
- Related degrees
- Recommended reading and website links.

Price: £12.99

ISBN: 9781906711115

Published by: COA

(Cambridge Occupational Analysts Ltd.)

Publication date: September 2011



Business Brief

An ideal foundation for business students.

Compiled by experts in the field, Business Brief is a high quality guide to the essence of 100 business and management concepts. The clear, concise overviews will provide a solid foundation for any potential business student and help develop their knowledge and interest in the subject.

Each concept is tackled in a four-page overview which includes:

- definition and description
- case evidence
- strengths and weaknesses
- life cycle
- sector focus
- implementation

Price: £29.95

ISBN: 9780955913006

Published by: KnowledgeBrief

Publication date: Available now



You Want to do What?!

Inspiring ideas for an alternative career.

This book is for anyone looking for a more unusual job or career. It profiles over 80 careers considered to have less straightforward entry routes. Many will be careers people have heard of and considered (interior designer, TV presenter) and others will be completely new ideas (arboriculturalist, perfusionist).

What they all have in common is that they take a little more creative thinking to get into, but the rewards are well worth the extra effort. All are legitimate and serious career options.

Price: £14.99

ISBN: 9781844551767

Published by: Trotman

Publication date: November 2008



Entry to Oxbridge and Law

Passing Oxbridge Admissions Tests

NEW EDITION

Further help for aspiring Oxbridge candidates.

Students applying to Oxbridge are increasingly required to sit Oxbridge-specific admissions tests.

This book introduces candidates to critical thinking and problem-solving skills essential for the aptitude tests, and includes a practice test and writing task.

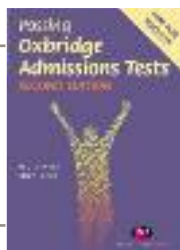
- Introduces the skills of critical thinking and problem-solving.
- Explains how to tackle multiple choice questions.
- Includes a 50-question practice test with answers.
- Provides answers and explanations to help students improve their skills.

Price: £16.99

ISBN: 9780857257970

Published by: Learning Matters

Publication date: July 2012



Progression Series

NEW EDITION

The UCAS Guide to getting into Law

'...this book really gets down and dirty on everything you need to know in order to understand the course, its commitments and requirements needed...'

a five-star review from a prospective student on Amazon

(for more details please see pages 4 and 5)

GETTING INTO... SERIES

Getting into Oxford and Cambridge

Applying to 'Oxbridge' can be a daunting prospect and it is not enough just to be a straight-A student.

This book will help students to improve their chances by maximising the effectiveness of their application and preparing them for interview.

Price: £12.99

ISBN: 9781844553914

Published by: Trotman

Publication date: April 2011



What About Law?

Preparation and insight for potential law students.

By introducing the key principles of law and presenting it as an academic subject, this book will provide potential students with a taster of what to expect. This knowledge will help them decide if a law degree is right for them and if so, prepare them for what is to come.

The study of law is presented as stimulating, challenging, fun and relevant. By presenting and analysing cases from each area of law, this guide will introduce students to:

- the legal system
- legal reasoning
- critical thinking and argument
- the core subjects that make up a law degree.

Price: £10.99

ISBN: 9781849460859

Published by: Hart Publishing

Publication date: March 2011



Passing the National Admissions Test for Law (LNAT)

An in-depth, practical guide to the LNAT.

The LNAT has been introduced by leading universities to test the thinking skills of candidates, and to judge who will best be able to apply them to their law degrees. This popular guide provides extensive advice and practice for potential law students to help them prepare for the test.

- A guide to law applications and interviews
- Rationale and use of critical reasoning tests explained
- Full practice test
- Rationale for correct and incorrect answers
- Practical section on essay writing part of the test

Price: £17.00

ISBN: 9780857254856

Published by: Learning Matters

Publication date: June 2011



Postage and packing

UK

POSTAGE & PACKAGING CHARGES UK

Single book order or 1 box of free of charge resources	£4.95
Multiple order	£7.95

International

IMPORTANT INFORMATION FOR INTERNATIONAL DELIVERIES

Please see our very competitive rates below for postage charges to your country. If you are ordering one publication, the price will be in **red** according to your country zone. If you are ordering more than one publication, you will need to add the additional charge per book in **black** within your country zone.

For example: **country (Spain)**, 1 x The UCAS Guide to Getting into University and College £11.99 plus zone 2 postage £11.50 = total cost £23.49

International postage & packaging charges

ZONE 1	£9.50 FIRST BOOK £1.50 PER ADDITIONAL BOOK		
Belgium	Channel Islands	Eire	France
Germany	Luxembourg	Netherlands	
ZONE 2	£11.50 FIRST BOOK £1.50 PER ADDITIONAL BOOK		
Andorra	Azores	Austria	Canary Islands
Czech Republic	Denmark	Estonia	Finland
Gibraltar	Hungary	Italy	Latvia
Liechtenstein	Lithuania	Norway	Poland
Portugal	Slovakia	Slovenia	Sweden
Spain	Switzerland		
ZONE 3	£16.50 FIRST BOOK £1.50 PER ADDITIONAL BOOK		
Bulgaria	Cyprus	Greece	Malta
Monaco	Romania		
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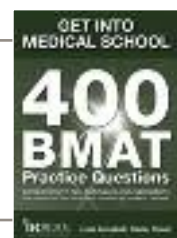
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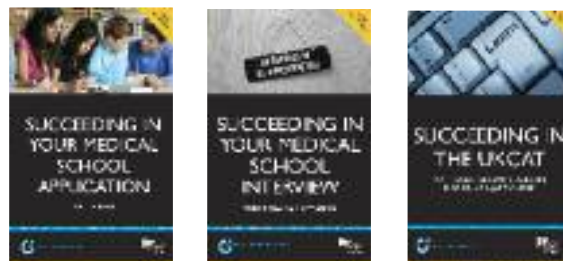
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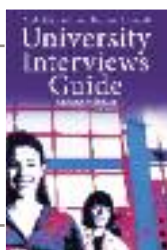
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 Publication date: March 2010



Personal Statements

How to write a UCAS personal statement.

'...beautifully written and structured and so logical and easy to follow...'

A customer

This guide explains the UCAS system and demonstrates, step-by-step, how to organise and structure an individual and highly effective personal statement.

- What information is most useful to a university.
- When to start.
- What to include.
- How to structure the statement.
- Where it can go wrong.
- Redrafting: the best words in the best order.

Price: £14.99
 ISBN: 9780951928417
 Published by: Iris Books
 Publication date: June 2005



Student Finance Guide

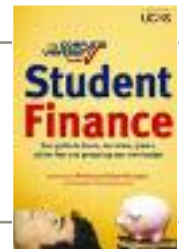
NEW EDITION

Available only as an E-book on www.ucasbooks.com.

Your guide to loans, bursaries, grants, tuition fees and preparing your own budget.

Find out exactly how much university will cost you and how you can fund your studies. Understand how tuition fees differ in England, Scotland, Wales and Northern Ireland. Get a realistic picture of all your likely outgoings – accommodation, food, travel, study costs, insurance and socialising, and work out a budget you can keep to. Take advantage of the latest information on student loans, grants, bursaries, scholarships, employer sponsorship and other ways to boost your funds.

Price: tbc
 ISBN: tbc
 Published by: Right Way



Gap Year

Gap Year Guidebook 2012 NEW EDITION As featured in the UCAS Guide to getting into University and College.

An invaluable reference tool for those considering volunteering, working or studying at home or abroad.

The key to a successful gap year is detailed research and preparation – meaning careful planning with reference books such as the Gap Year Guidebook is essential.

Now in its nineteenth year, the Gap Year Guidebook offers:

- guidance on internships, work experience and seasonal employment
- information on volunteering projects around the globe
- impartial advice, free of commercial bias
- tips from professionals in the gap year industry
- comprehensive directories listing academic opportunities in the UK and abroad.

Price: £14.99

ISBN: 9781908095275

Published by: John Catt Educational Ltd

Publication date: November 2011



Summer Jobs Worldwide 2012 NEW EDITION Make the most of the summer break.

Help students to get ahead of the crowds with the only annually updated guide to seasonal work for students and young people. Featuring a huge range of fresh and exciting jobs both overseas and closer to home, this guide provides everything needed to land a perfect summer job.

The opportunities detailed will allow students to boost their CV with interesting work experience, have fun whilst earning money, travel the world and meet new people.

The descriptions of each opportunity include details of:

- wages
- job duration
- requirements
- application procedures
- company description
- job description.

Price: £14.99

ISBN: 9781854585974

Published by: Vacation Work

Publication date: November 2011



Gap Years: The Essential Guide NEW EDITION With so much to sort out, how do you know where to start?

This step-by-step guide takes you through the whole process, from planning your trip and funding your travel to organising volunteering programmes and sightseeing.

Small enough to fit in a backpack but big on information, this guide will arm students with the essential information needed to enjoy a fun-packed adventure safely and on a budget!

- Practicalities.
- Volunteering and studying.
- Working.
- Health and safety.
- Money.
- Chapter dedicated to each continent.
- Help list and book list.

Price: £9.99

ISBN: tbc

Published by: Need2Know

Publication date: April 2012



Work Your Way Around The World NEW EDITION A fresh, up-to-date guide for the working traveller

The only book available that explains how to find temporary work across the globe, both in advance and on the spot while travelling. Packed with hundreds of jobs and first-hand accounts from people who have actual experience; from salmon fishing in Alaska to youth club leader in Zambia.

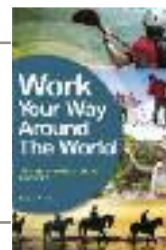
- Preparing for a journey and cutting through red tape.
- How to travel in various parts of the world.
- Self-employment overseas.
- Guide to the various types of work available.
- Country-by-country guide.

Price: £14.99

ISBN: 9781854586964

Published by: Vacation Work

Publication date: October 2011



Study Skills

Essay Writing Skills

NEW TITLE

Essential techniques to gain top marks.

Writing essays is a major part of many further and higher education courses. In coursework assignments, dissertations and exams, a well-written essay can make a difference between a pass and fail.

This comprehensive guide offers practical ways to maximise students' success in all aspects of essay writing.

- Presents a systematic approach to writing.
- Features real-life essays with analysis.
- Offers advice on presenting an argument.
- Helps with spelling, grammar and the structure of an essay.

Price: £12.99

ISBN: 9780749463922

Published by: Kogan Page

Publication date: April 2012



The Trainee Teachers' Survival Guide

An engaging and informative guide to the things that really matter to trainee teachers.

This book is a direct, useful and practical guide with advice about everything from parent interviews, seeking promotion, to taking assembly and surviving Ofsted.

- Covers all the practicalities – from choosing the right course and getting onto it, through to finding the right teaching post and starting a career.
- Creative suggestions for planning mock lessons and strategies for surviving teaching practices are included, as are tips for passing the literacy, numeracy and ICT tests.

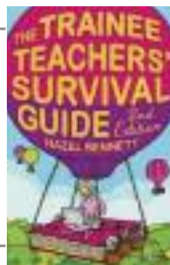
Price: £14.99

ISBN: 9781847060563

Published by: Continuum International

Publishing Group Ltd

Publication date: March 2009



The Trainee Primary Teacher's Handbook

A comprehensive handbook written for anyone interested in becoming a primary school teacher.

Drawing on their own classroom experience, the authors guide you through the entire process, from selecting an initial teacher training provider and putting together your application, to everything you need to know when you start your first job.

Includes practical advice on:

- choosing the right course
- preparing for, and applying for your training course
- getting to grips with educational jargon
- making the most of the training programme
- developing effective teaching skills
- looking ahead to the induction year.

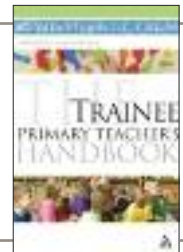
Price: £19.99

ISBN: 9780826418388

Published by: Continuum International

Publishing Group Ltd

Publication date: October 2009



The Trainee Secondary Teacher's Handbook

This book is a must for anyone interested in becoming a secondary school teacher.

This comprehensive handbook has been written for all those interested in becoming a secondary school teacher. The author offers initial guidance on the 'pros and cons' of choosing teaching as a career before going on to provide advice on how to make a successful application for a place on a training course.

Detailed practical advice is given on:

- whether teaching really is for you
- choosing the right course
- preparing and applying for your training course
- getting to grips with educational jargon
- making the most of your training programme
- succeeding in your teaching practice schools
- looking ahead to your induction year.

Price: £19.99

ISBN: 9781847063090

Published by: Continuum International

Publishing Group Ltd

Publication date: March 2009



Study Skills

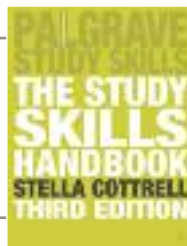
The Study Skills Handbook: Palgrave Study Skills

This no.1 best-selling study skills handbook helps students maximise their potential at university or college and takes them from preparing for university right through to career planning.

- Introduces higher level study skills.
- Allows students to develop a deeper understanding of the learning process itself.
- Encourages a reflective and well-informed approach to study.
- Written by Stella Cottrell, the leader in the field with over 250,000 book sales to date.

This third edition includes new chapters on e-learning and numeracy, and remains easy to read, with plenty of practical and interesting activities to complete.

Price: £13.99
ISBN: 9780230573055
Published by: Palgrave Macmillan
Publication date: February 2008



The International Student Handbook: Palgrave Study Skills

Organised around important aspects of life as an international student, this essential handbook introduces the landmark skills required for success in an overseas university.

- Based on experiences from many countries and many students.
- Deals with all aspects of higher education in a foreign country.
- Helps students with positive tips and suggestions.
- Covers practical, financial and social questions.
- Written especially for second language speakers of English, it contains tips and suggestions to prepare students to live abroad, understand university culture and practice, and to improve their English.
- Built around activities that give hands-on practice to make overseas university study a success.

Price: £14.99
ISBN: 9780230545199
Published by: Palgrave Macmillan
Publication date: September 2008



The Mature Student's Handbook: Palgrave Study Skills

Another guide from the Palgrave Study Skills series, it helps mature students to build on their strengths and overcome challenges to become successful students.

It is a comprehensive guide that covers essential topics from time management and note-taking to exams and careers.

- Includes practical exercises, time-saving hints and advice for maximising potential.
- Practical workbook format allows readers to record their achievements and strategies for success.
- Includes real everyday challenges and experiences of many mature students.
- Explores and explains opportunities open to mature students.
- Covers areas such as lectures, seminars, reading and note-taking, presentations, writing, exams, time management, finance and careers.
- Includes worked examples, exercises and space for recording strategies and successes.

Price: £13.99
ISBN: 9780230210264
Published by: Palgrave Macmillan
Publication date: April 2009



Life at Uni

Going to University – the Secrets of Success

How to settle down quickly and make the most of your time at university.

When arriving at university for the first time, most students will have some fears and misconceptions. This guide aims to help students get the most out of university, by covering everything, from how it will differ from college, to essays and exams. The student-friendly style and practical approach of this guide makes it a valuable read for would-be students.

Covering:

- the essentials of moving away
- self-motivation
- study tips
- lectures, tutorials, seminars and workshops
- organisation
- exams and essays
- team skills
- case studies.

Price: £9.95

ISBN: 9781846856600

Published by: Exposure Publishing UK

Publication date: August 2009



University: A Survival Guide

A concise and value for money guide to surviving the first year.

There are bound to be questions, fears and worries in the back of students' minds when starting at a university. This guide will help students prepare, equipping them with all the knowledge and information needed to survive the experience of a lifetime.

Packed with practical advice from real students, this step-by-step guide will take them through the entire process: from deciding what to pack and choosing accommodation to making the most of freshers' week and settling into the course.

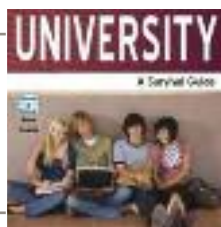
- | | |
|----------------------------|-----------------------|
| ▪ Freshers' week. | ▪ Student loans. |
| ▪ Accommodation. | ▪ Food and health. |
| ▪ Sex and relationships. | ▪ Feeling homesick. |
| ▪ Lectures and timetables. | ▪ Studying and exams. |

Price: £8.99

ISBN: 9781861440723

Published by: Need2Know

Publication date: June 2009



Nosh for Students: A Fun Student Cookbook

NEW TITLE

'An excellent way to introduce yourself to the world of cooking. With very simple ingredients, in only minutes you can make meals you never thought possible. Every student should have one! Also, every dish comes with a picture which makes it even more valuable.'

A customer

This best-selling student cook book was written by Joy May, originally for her son who was off to university with no cooking experience. Since then, this book has helped many students with its easy-to-follow, mouthwatering and inexpensive recipes, complemented by beautiful illustrations. Each recipe has information on how much it costs, the preparation time, how many people the dish feeds and how difficult it is to make.

Price: £7.99

ISBN: 9780954317997

Published by: inTRADE(GB) Ltd

Publication date: May 2011



Vegetarian Nosh for Students: A Fun Student Cookbook

NEW TITLE

Price: £7.99

ISBN: 9780954317973

Published by: inTRADE(GB) Ltd

Publication date: May 2011



101 Questions Students Ask About Cooking

NEW TITLE

This book is a great companion to the other books in Joy's series, which has been written in response to genuine questions from students, such as:

'What is the cheapest stuff I can get with the best nutritional value?', 'How do I know when food is really 'past it'?', 'How can I tell when the food is cooked?'

The book gives advice and answers questions on budgets and equipment, food hygiene, freezing and defrosting, how to cook things and how long to cook them and much more.

Price: £6.99

ISBN: 9780954317966

Published by: inTRADE(GB) Ltd

Publication date: July 2010



Job Search

Apprenticeships

NEW TITLE

A complete guide containing frequently asked questions from students, parents and job seekers, such as:

How do you choose the apprenticeship that's right for you?
How can I as a parent support and guide my child into the best possible career path?

For both school leavers and adult learners, this is the only resource they'll need to make an informed decision.

- Packed with quotations, case studies, useful advice, practical checklists, and self-assessment questionnaires, it also includes a list of useful websites and organisations.
- Based on real life experiences and insider knowledge, it dispels common misconceptions, helps to assess all the alternatives, provides self-assessment questionnaires and practical guidance on the application process.
- Includes information on funding, your rights, developing skills and on key national and regional learning providers.

Price: £16.99

ISBN: 978074946335

Published by: Kogan Page

Publication date: February 2012



Great Answers to Tough Interview Questions

NEW TITLE

The essential guide for all job seekers.

'Includes the thinking behind over two hundred tough interview questions and effective ways to answer them. The ultimate job hunters' guide.'

Pathfinder

This guide from an internationally best-selling author, Martin John Yate, includes advice on:

- writing a CV, mastering interview techniques and answering really challenging questions
- how to deal with the whole process - from creating an outstanding CV and answering the most dreaded interview questions to negotiating a salary
- how to get a competitive edge in today's increasingly crowded job market
- exploiting the hidden job market, using head-hunters, networking, succeeding in telephone interviews, dressing for success, body language, securing a job offer, following up rejections and dealing with multiple offers.

This book is packed full of examples of difficult questions that interviewers like to throw at you, showing you how to answer them in a way that will advance your application and help you to secure your dream job.

Ultimate Aptitude Tests

NEW TITLE

The largest and most comprehensive book of its kind, covering over 1,000 practice questions, with detailed answers and explanations for candidates going through the recruitment and selection process.

Aptitude tests are increasingly used by organisations to select the best staff for their teams. This guide will help any job seeker understand and measure their competence and potential for achievement.

The book covers psychological tests that mirror those that candidates are likely to encounter, including:

- abstract visual tests
- verbal and numerical reasoning aptitudes
- practical skills and understanding
- mechanical and special tests.

Price: £14.99

ISBN: 9780749463175

Published by: Kogan Page

Publication date: January 2012



Price: £9.99

ISBN: 9780749463526

Published by: Kogan Page

Publication date: September 2011



Specialised Advisers' Guides

The Higher Education Advisers' Handbook

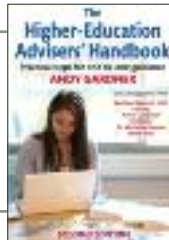
Practical steps for one-to-one guidance.

'The Higher-Education Advisers' Handbook shows how a teacher, college lecturer, careers adviser or anyone with 'careers' in their job title has the potential to deliver a high-quality system of guidance.'

Alan Milburn

Many people are involved in giving higher education advice to students. This book concentrates particularly on the best ways to provide one-to-one guidance, suggesting practical strategies that will be useful both to those with little or no guidance training, as well as to trained advisers who need further information and ideas. There are chapters that provide general information on the decision-making and application process as well as detailed reference material on specific university subjects.

Price: £30.00
ISBN: 9780956846303
Published by: JFS School
Publication date: May 2011



UNIAID MASH Test

A fun and easy-to-use game focusing on student finance.

Developed by the student finance charity, UNIAID, the MASH test will help students learn about themselves and their financial preferences, and will help them go into higher education with the right approach to managing their money.

- great for team building
- players learn more about themselves and their preferences
- can be used time and time again
- each pack provides sufficient cards for 10-13 students
- tried, tested and trusted – developed and trialed with students
- 96% of students said that they knew more about student finance after completing the test
- awarded the PFEG quality mark.

Price: £50.00 Inc VAT
Published by: UNIAID
Publication date: Available now



Go-Jonny-Go DVD, Guidebook and Teacher Resource Pack

An effective way to deliver careers education.

The Go-Jonny-Go package has been created to help students market and promote themselves effectively in the next steps of their lives. Whether going into higher education, looking for a work placement, part-time work or a full-time career, this guide will help students discover their strengths and market them effectively.

There are two options when purchasing Go-Jonny-Go. The resource pack for teachers comes with the standard pack included.

The Teacher & Adviser Resource Pack contains:

- 50-minute, chapterised DVD
- student guidebook containing advice and exercises
- lesson plans
- individual exercises
- handouts.

Price: £58.97 Inc VAT
ISBN: 9780954850203
Published by: Go-Jonny-Go
Publication date: Available now



The Standard Go-Jonny-Go Pack contains:

- 50-minute, chapterised DVD
- student guidebook containing advice and exercises.

Price: £14.99 Inc VAT

Specialised Advisers' Guides

UK AND International Qualifications 2012 entry PDF

NEW EDITION

This product is a downloadable PDF available from www.ucasbooks.com (in the Digital Downloads section)

A working manual for admissions tutors and other staff at schools, colleges and careers offices who advise applicants on entry to higher education.

If you are involved in higher education (HE) advice, admissions, selection or any other related activity, then the comprehensive guides on this PDF are an essential way of keeping up-to-date with changes in pre-HE qualifications both in the UK and overseas.

Price: £5.99 Inc VAT
Published by: UCAS
Publication Date: October 2011



What Do Graduates Do?

NEW EDITION

An important advisory tool for a wide range of guidance work, including a one-to-one guidance, tutor groups, parents' evenings and higher education evenings and events.

This informative guide detailing the destinations of graduates six months after graduation will help applicants and their parents make informed choices about their career path and future prospects.

There is a wealth of useful information available across 26 subjects to inform you about what graduates from different courses went on to do.

- Latest information and trends about the graduate employment market
- Recent graduate case studies
- Myths and key issues surrounding graduate recruitment explored
- What employers really want in a graduate
- References for further reading and useful websites

Price: £14.95
ISBN: 9781840161687
Published by: HECSU
Publication Date: November 2011



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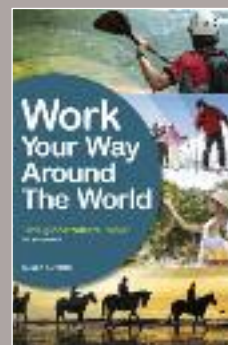
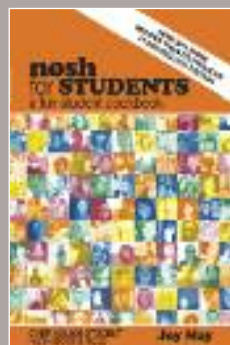
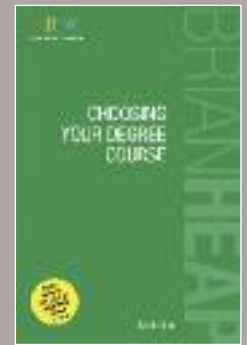
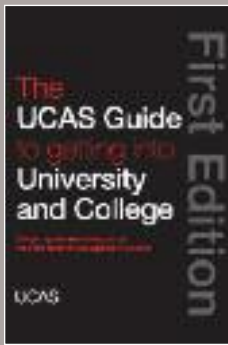
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THE BEST HIGHER EDUCATION RESOURCES FOR STUDENTS, PARENTS AND ADVISERS

This catalogue makes the process of applying to higher education easier for applicants, their parents and advisers. We have brought together all of the best guides related to higher education entry into one place, so you can quickly and easily find the right book for you.

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UCAS is the organisation responsible for managing applications to higher education courses in the UK. Choosing what and where to study are very important decisions.

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