**SWAPWest tutor key dates and web links –**

**Key websites**

SWAP tutor prep for he information - <https://www.scottishwideraccess.org/west-prep-for-he-phe-guidance-for-tutors>

The section will also include pdf copies of prep for he when available.

SWAP tutor updates. Copies of all email updates and course specific information is available in the tutor section of the web site –

<https://www.scottishwideraccess.org/index.php?section_id=1071>

SWAP Covid 19 information - <https://www.scottishwideraccess.org/coronavirus.php?section_id=1028>

SWAP preparation for higher education for students

<https://www.scottishwideraccess.org/west-prep-for-he>

No password or log ins required. Students to manage their own prep for he materials. Info on how to navigate to pre and how the look back, look ahead materials work is available on an Amy video

[**https://www.youtube.com/watch?v=9VxXsdBK2Nw&feature=youtu.be**](https://www.youtube.com/watch?v=9VxXsdBK2Nw&feature=youtu.be)

**SWAP key dates**

**September – October**.

Arrange student induction and visit from SWAP team. Ask students to register on SWAP database. <https://www.scottishwideraccess.org/west-new-student-registration>

23rd September send programme units to SWAP office. SWAP requires to send these to SFC by end of month.

20th October – advise students of SWAPWest progression routes - <https://www.scottishwideraccess.org/west-progression_routes.php?section_id=285>

**November - December.**

SWAP office will send out a class list ( form A ) of students registered on SWAP database. Advise SWAP team if any omissions and arrange students to register.

SWAP will request any staff additions to UCAS. Require name and email address.

**January**

**January 15th UCAS applications 6pm**

End of January SWAP office will send an UCAS spreadsheet to confirm student UCAS decisions – check for omissions and discuss with students their final choices.

**February**

Students advised to apply for HNC.

7th February Interim profiles for nurses & medical studies

14th February Interim profiles for GCU allied health, engineering academy, GU law and Strathclyde sciences

28th February Interim profiles for primary education

**March - April**

March 31st – advisory UCAS date for most UCAS decisions

**May - June**

May 5th – for students with all UCAS choices prior to 31st March, need to decide firm and insurance choices.

May 12th – Form C and profile sent from SWAP with final end of year paperwork. Form C will advise of student’s choices.

Discuss with SWAP any borderline candidates

**June 18th** return of Form C, profiles and college transcript / student record.

**July - August**

SWAP processes UCAS results by 31st August (may be later due to COVID).

Support borderline and clearing candidates

**October**

SWAP provides Form D, with reported destinations of all students. Final UCAS report is sent to each University for analysis.

**November** – SWAP reports on outcomes to SFC

**December** – SWAP AGM. Annual report to partners.