Academic excellence for business and the professions

Connecting bright minds to university

Widening Participation
2015/16 guide for schools and colleges

CityOutreach
CAREERS, STUDENT DEVELOPMENT & OUTREACH

www.city.ac.uk/careers
Welcome from the Widening Participation Outreach team

The Widening Participation Outreach team is uniquely placed to support young people in making well-informed, realistic decisions about their futures. We combine in-depth knowledge of higher education and career routes with insight into industry gained from our networks of employers large and small. Using this expertise we aim to challenge preconceptions, raise attainment and help young people to develop the skills and knowledge needed to meet their aspirations.

Our dedicated and committed staff will work with you to deliver a range of exciting, engaging and creative activities to meet the needs of your students.

This guide sets out the range of current activities on offer. This is our core menu but new and exciting projects are being developed every year. If you would like your students to take part in any of the activities listed or if you would like to discuss the specific needs of your pupils in more depth please contact the WP Outreach team directly; we are always happy to engage in dialogue and consider new ventures.
Widening Participation

City University London is in the top 5% of universities in the world according to the Times Higher Education World University Rankings 2012/13 and is ranked in the top 30 UK higher education institutions by the Times Higher Education Table of Tables 2012.

The University’s history dates back to 1894, when it was established as the Northampton Institute with a remit to ‘promote the industrial skill, general knowledge, health and wellbeing of young men and women belonging to the poorer classes’. Since its founding, City University London has cultivated strong links with business and the professions. Many of our students undertake work placements as part of their degrees and our courses, whether in Engineering or Health Sciences, Business or Law, are designed with the needs of industry in mind.

Widening Participation Outreach activities have been an important part of City’s work with its community for over ten years. The last five years in particular have seen a dramatic increase in the number of activities and programmes we are able to offer to students, teachers and parents in our local area. We are delighted to be able to offer careers guidance, tutoring and taster weeks for older students, together with a range of activities designed to inspire primary school-age students.

Please contact the Widening Participation Outreach team for more information about our targeting criteria and the activities we deliver.

Widening Participation criteria:
- Neighbourhoods and schools with low progression rates into higher education
- Young people who have no family history of attending university
- Young people eligible for free school meals
- Young people from low income neighbourhoods
- Young Carers
- Young people in local authority care
- Young people who are disabled.

Students need to meet one of the above criteria. Starting in primary school and focusing on key transition and progression points we aim to:
- Raise aspirations
- Improve attainment
- Provide clear information, advice and guidance from a young age to support informed decision making.

Through our wide range of interactive and engaging outreach activities, young people are supported to:
- Achieve their full potential
- Develop a clear understanding of the higher education and financial offer
- Identify their strengths and goals
- Make well informed, realistic decisions about their futures based on up-to-date information, advice and guidance
- Develop the skills needed to take appropriate action.

Additional Support for Looked After Children
Students who have spent time in local authority care will be guaranteed a place on the events, provided applications are received by the given deadline. Individually tailored events and support for care leavers who are planning to study at university can also be arranged. For further information please contact:
Rupa Lakhani (Rupa.Lakhani.1@city.ac.uk) or Jenny Tait (Jenny.Tait.1@city.ac.uk).

How to book activities
Contact the Widening Participation Outreach team by email wpteam@city.ac.uk, or by telephone +44 (0)20 7040 4242, stating the activities you wish to book and any dates you have in mind.

A booking form with full details will be forwarded to you and once this is signed and returned the activity will be confirmed.

Cancellation policy
It is the school’s or college’s responsibility to inform City University London as soon as possible if a student or group of students are unable to attend an event, workshop or activity. You may cancel or change the date of an event or activity, in agreement with City, up to 14 working days before it is due to take place at no charge. Please note that due to the considerable time invested by the Widening Participation Outreach staff in organising events, schools and colleges who cancel attendance, without due warning, or bring substantially fewer pupils than originally agreed may find future requests refused.

Full details are provided on the booking form and confirmation.

Contact details:
Widening Participation Outreach team
City University London
Northampton Square
London, EC1V 0HB
T: +44 (0)20 7040 4242
E: wpteam@city.ac.uk
W: www.city.ac.uk/careers

Follow us on
Facebook: www.facebook.com/CityUniWP
Twitter: twitter.com/CityUniWP
Student Ambassadors form an integral part of City’s widening participation provision. Each year we employ over 150 undergraduate and postgraduate students to act as role models, tutors, mentors and facilitators, supporting young people through a range of activities.

All Widening Participation Student Ambassadors are fully trained in:
- Child protection
- Equality and diversity
- Working with young people
- Communication skills
- Presentation skills
- Working in schools.

Ambassadors are all DBS cleared and those who will be visiting schools are instructed to keep their clearance certificates to hand so they can produce them on arrival.

Ambassadors who are selected to be tutors or mentors also receive additional specialist training to equip them for this role.

### Activities

#### Visits, tutoring and other support

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<th>Activity</th>
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#### Careers and progression

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#### Taster weeks

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* Dependent on tutor availability. Email wptutoring@city.ac.uk to discuss specific requirements.
Visits, tutoring and other support

**Primary School Spotlight Days**

**Target group:** Year 6 pupils (and academically able Year 5 pupils) who meet one of our WP criteria

**Group size:** 6 from each school (but negotiable)

**Location:** City University London

**Timing:** 10.00am – 2.30pm

Spotlight Days aim to provide an insight into different subject areas and career paths through university based activities, led by professionals and Student Ambassadors. Each day covers a different subject and focuses on the skills required in that area. There is no cost for schools as packed lunches are provided. Pupils who wish to attend should match at least one of the WP criteria. The Spotlight Days available are:

- Journalism – Tuesday 8th December 2015
- Psychology – Thursday 10th December 2015
- Computer Science – Tuesday 15th December 2015
- Law – Thursday 7th January 2016
- Politics – Thursday 14th January 2016
- Engineering – Thursday 21st January 2016
- Computer Science – Thursday 2nd June 2016
- Music – Thursday 9th June 2016
- Engineering – Thursday 16th June 2016
- Speech and Language Therapy – Thursday 23rd June 2016.

Our campus visits for school students provide an introduction to higher education and university life. Students taking part in this fun and interactive day will have a campus tour, question and answer session with current students and work in teams to complete an age appropriate group challenge. Content of visit days are negotiable with schools and colleges. Activities include:

- Student finance
- UCAS personal statements
- Introduction to Higher Education
- Choosing a course
- Designing a course (“My Perfect Course”).

We are happy to discuss requests for other activities. Other, more subject-focused activities may be available, depending on staff availability. Please contact the WP team if you are interested in this option.

**Rising Stars Partnership**

**Target group:** Primary Schools in Low Participation Neighbourhoods or schools local to the University with a high proportion of pupils in receipt of the pupil premium.

**Location:** School and City University London

**Timing:** November-June

The Rising Stars Partnership aims to offer long-term support to a small number of target primary schools. Current students, academics and other staff members work closely with pupils both on campus and in school to develop a range of skills useful for school and university.

Rising Stars entitles partner schools to any combination of the following activities:

- Guaranteed places on the Spotlight Days (see page 8)
- English and Maths Tutors for Years 5 and 6 (other subjects may be considered)
- At least two class visits to campus each academic year
- Parents activities either on campus or in school
- Student Ambassador speakers in schools
- In-class sessions for Year 5’s to encourage pupils to think about university and different careers
- Bespoke activities can also be arranged.

**Tutoring**

**Target group:** Years 5 – 12

**Location:** School or college during term time. Optional sessions at City University London during summer holidays

Trained Student Ambassadors provide Maths and English tutoring to small groups of pupils, ranging from Year 5 to Year 12. Tutors work with the same group of pupils once a week in school from October to April, with optional sessions in the summer. Tutoring is in Maths and English but will be considered for other subjects depending on Tutor availability and expertise.

Each school chooses the pupils who will benefit most from the Tutor’s help, however all pupils must meet at least one of our WP criteria (see page 4). Priority is given to looked-after children.

**University campus visits – primary/secondary school**

**Target group:** Years 6 – 12

**Group size:** 25 +

**Location:** City University London

**Timings:** Most visits run from 10.00am – 2.30pm However, timings can be tailored to meet the needs of your school and student group

Our campus visits can be arranged throughout the year, except during university examination periods in January and May. Contact us to arrange a suitable date.
Visits, tutoring and other support

UniMentors

**Target group:** Years 12
**Location:** School or college
**Timing:** November to April

Working with current City students, young people will receive one-to-one mentoring in their academic studies, obtain direct insight into the realities of higher education and support in making informed choices about their own future.

The scheme will:
- Raise learners’ aspirations
- Raise learners’ standards of performance
- Increase learners' awareness of the opportunities offered by higher education
- Develop and improve learners’ self-esteem, motivation and confidence
- Develop and improve learners' application, organisation and time management skills
- Support learners to achieve personal goals

A UniMentor will work one-to-one with a student from Year 12 for a total of 10 hours. Students have the option to meet others on the scheme, go on a campus tour, and have a question and answer session with current City Student Ambassadors. Priority will be given to looked-after children.

**Masterclass series**

**Target group:** Year 12

**Location:** City University London

**Timing:** 9.30am – 4.30pm

Our masterclass series allows young people to explore a professional area in depth through a mixture of academic and practical workshops led by employers, alumni and City academics. From developing and pitching their own business idea, to learning interview skills and writing their own blog, these fast-paced, creative days will give pupils insight into studying the subject and provide excellent material for UCAS application forms.

The professional areas currently covered by each one day masterclass are:
- Journalism – Wednesday 16th December 2015
- International Politics – Wednesday 10th February 2016
- Computing and IT – Wednesday 24th February 2016
- Psychology – Friday 26th February 2016
- Business – Wednesday 2nd March 2016
- Engineering – Wednesday 9th March 2016

Lunch and refreshments will be provided.

Students can apply online at https://forms.city.ac.uk/forms/45415 and schools will be contacted to confirm once pupils have been offered a space.

To find out more about the masterclass series, email masterclasses@city.ac.uk

Santander Financial Literacy Programme

This programme aims to improve financial literacy by helping young people:
- Develop basic money management skills
- Have a clear understanding of the financial support available to students entering higher education
- Understand the implications of poor money management.

The programme comprises of the following elements:
- Year 12-13 Student Finance Conference
- One hour financial literacy workshop for Year 10 students
- One hour student finance and budgeting talk for sixth form students
- Four hour in-depth programme for Year 10 students
- Four hour in-depth programme for Year 12 students.

The four hour programmes can be delivered on one day or over four weekly sessions.

**Snapshot Sixth Form**

**Target group:** Year 12
**Location:** City University London
**Timing:** 4pm – 6pm
**Dates:** January 2016 – July 2016

Snapshot Sixth Form is a City scheme providing students with an in-depth insight into university study. Students take part in a series of monthly after school events (4pm – 6pm) throughout the 2016 academic year, these include:
- Subject taster sessions and lectures
- Personal statement guidance and mentoring
- Talks from admissions tutors
- Support for cv
- Motivational workshops
- Support with work experience

The scheme also includes a day trip to provide students with the opportunity to explore a career in depth and learning about the realities of working in a particular field. A City undergraduate will also work with students throughout the year to provide support around the university application process.

Students can apply online at https://forms.city.ac.uk/forms/44009 and schools will be contacted to confirm the student has been offered a space.
As part of our commitment to widening participation, City University London employs fully qualified careers advisors who can provide impartial information, advice and guidance to students from year 8 to year 13 through workshops, seminars, events and one-to-one career guidance.

All workshops last one hour or one school lesson and are delivered on site at your school or college.

**One-to-one careers guidance interviews**

**Target group:** Years 9 – 13

**Group size:** One-to-one, up to six interviews per day to fit in with the school timetable.

**Location:** School or college, private room required, ideally with internet access.

Aimed at students with the potential to progress into higher education, careers guidance interviews are targeted at young people who would otherwise not receive a guidance interview through their school or college’s career guidance provision.

The interview will help to enable the student to:

- Understand themselves and their strengths
- Understand their future options
- Make realistic, well informed plans for their future.

All interviews are tailored to the specific needs of the individual student and led by a fully qualified careers advisor. By the end of the session a personalised Careers Action Plan will have been developed.

**Careers decision making workshops**

**Target group:** Years 9-13

**Group Size:** 15 – 35

**Location:** School or college campus

This interactive workshop introduces students to the mechanics of careers decision making; it aims to promote self-awareness, opportunity awareness and transition awareness. It also stresses the importance of planning and setting targets to achieve career goals.

Sessions can be tailored to particular transition stages, please contact us directly to discuss your students’ requirements in more detail.

**Careers workshops**

**Target group:** Years 8 – 12

**Group size:** 25 – 35

**Location:** School or college campus

Students explore the variety of careers available within a specific field, the progression routes and the skills/qualities required for success in that field. With real insight from industry, employers, current undergraduate students and our fully qualified careers advisors, these sessions open students’ eyes to the possibilities available. We aim to cover some careers the students will have heard of and some which will be completely new to them.

Examples of previous sessions delivered:

- Careers in health and social care
- Careers using science
- Careers using maths
- Careers in business
- Careers in IT

- Careers in media
- Careers using English and humanities.

Sessions can be tailored to each year group and most subjects/career areas are covered. Please contact us directly to discuss your students’ requirements in more detail.

**Your Future workshops**

**Target group:** Year 12 or early year 13

**Group size:** 30 – 60

**Location:** School or college campus

This interactive workshop introduces students to the mechanics of careers decision making; it aims to promote self-awareness, opportunity awareness and transition awareness. It also stresses the importance of planning and setting targets to achieve career goals.

Sessions can be tailored to particular transition stages, please contact us directly to discuss your students’ requirements in more detail.

**Researching courses and university choice**

With over 50,000 higher education courses to choose from, applying to university can be an overwhelming experience for many young people. Our ‘Your Future’ workshops aim to support students in making positive, clear, well-informed decisions about their future education, while highlighting the implications and importance of the choices they make.

**Completing the UCAS personal statement: what do admissions tutors look for?**

Along with meeting the grade requirements, an effective, engaging, well written personal statement is key to successful a UCAS application. Our workshop looks at the strengths and weaknesses of a personal statement and helps young people to identify what they should include to make themselves shine.

A longer workshop which combines the two themes above is also available. For all three options, it is possible to include inputs on university life delivered by City’s Student Ambassadors.

**Parents’ evenings**

**Target group:** Parents/Parents with students in Years 9 – 13

**Group size:** Any

**Location:** School or college campus

One of our careers advisors provides impartial information and advice to parents and their children, either as a drop-in at a parent’s evening or through a short talk at a parents’ event, higher education or sixth form evening. Topics that can be covered include:

- The benefits of higher education
- The economic benefits of higher education
- Introduction to higher education
- How to support your child through the UCAS process
- Graduate employability and the graduate labour market.
University Taster Weeks

These programmes are aimed at academically able young people who may be less familiar with university and higher education.

Students must meet at least one of the following criteria:

- Be from a family where there is no previous experience of higher education
- Receiving free school meals
- Are, or have been, looked after in local authority care
- Young carers
- Are disabled.

Students will need to make their own way to City each day. Travel costs will be reimbursed at the end of the week. Refreshments and lunch will be provided free of charge each day.

How to apply

Students apply individually for a place via our online system https://forms.city.ac.uk/forms/44953 and must return a parental consent form before their place can be confirmed.

Teachers will be informed which students have been offered a place after the deadline.

Deadline for applications for Years 9 and 10 taster weeks: 22nd January 2016.

Deadline for applications for year 12 taster weeks: 18th March 2016.

Psychology University Taster Week

Target group: Year 10

Group size: 30

Location: City University London

Dates: 22nd to 26th February 2016, 10am to 3.30pm

Duration: Five days

During this week participants will take part in interactive workshops and group challenges, learning about cognitive, abnormal and social psychology to understand why we all think differently. They will be introduced to famous psychology experiments, learn how to maximise memory, find out about psychological disorders and how to treat them as well as studying optical illusions and what they tell us about the brain.

Additionally, students will have the chance to design their own experiments and work with clinical and occupational psychologists to find out more about the work they do and put theory into practice by analysing people’s behaviour and creating patient treatment plans.

Science put together: Engineering University Taster Week

Target group: Year 10

Group size: 30

Location: City University London

Dates: 14th to 18th March 2016, 10am to 3.30pm

Duration: Five days

This fast-paced week provides participants with a taste of what it is like to study business at degree level through a range of group challenges and workshops delivered by academics and experts from the business industry.

Workshops covering sales, marketing and PR will be delivered by a star of The Apprentice. Students must then come up with a real business concept and develop a strategy to turn this idea into a profitable business. An interactive trading game will allow students to take on the role of a stockbroker. There will be a visit to a business with the chance to interview employees about their roles. The week will finish with a celebratory trip to Thorpe Park where students will find out how new rides are successfully marketed.

Pathways to the Professions University Taster Week

Target group: Year 9

Group size: 30

Location: City University London

Dates: 6th April to 10th June 2016, 10am to 3.30pm

Duration: Five days

During this week, students will gain insight into a variety of subjects. Group challenges and workshops cover areas including:

- Finance – learning about investments through an interactive trading game
- Law – the chance to think and act like a lawyer, taking part in a mock trial
- Business – using business strategy to turn an idea into a profitable business
- Psychology – learning about how the brain processes optical illusions
- Engineering – learning about how the brain processes optical illusions
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- ICT and Health

How to apply

Students apply individually for a place via our online system https://forms.city.ac.uk/forms/44953 and must return a parental consent form before their place can be confirmed.

Teachers will be informed which students have been offered a place after the deadline.

Deadline for applications for Years 9 and 10 taster weeks: 22nd January 2016.

Deadline for applications for year 12 taster weeks: 18th March 2016.
University Taster Weeks

Music University Taster Week

Target group: Year 10
Group size: 30
Location: City University London
Dates: 11th to 15th April 2016, 10am to 3.30pm
Duration: Five days

A unique opportunity for students to experience a taste of studying music at university, delivered with help from the London Symphony Orchestra. Workshops will include creating original music, gamelan, African drumming, becoming a DJ, music technology and music composition. Students will be responsible for organising a live music event on the final day where their tracks will be showcased. There will be an opportunity to learn about Film Music and a visit to a theatre to watch a Musical in the West End. This will provide an insight into music used in large-scale productions and performances.

Media and Journalism University Taster Week

Target group: Year 10
Group size: 30
Location: City University London
Dates: 25th to 19th April 2016, 10am to 3.30pm
Duration: Five days

Taster sessions covering journalism, radio and television will provide an insight into studying media at university. Students will learn about microphones and how to get the best out of recordings, what makes a good story, how to write shorthand and how to be an effective newscaster.

Law and Criminology University Taster Week

Target group: Year 10
Group size: 30
Location: City University London
Dates: 20th to 24th June 2016, 10am to 3.30pm
Duration: Five days

During this event students will get a taste of what it is like to study law at degree level, taking part in interactive workshops delivered by academics and experts from the law industry. Acting and thinking as lawyers, participants will use legal jargon, make judgements on criminal cases and take part a mock court trial. Students will learn about the definitions of theft, murder and manslaughter and have the opportunity to visit a court room and practise questioning techniques. Finally students will become scenes-of-crime officers and gather evidence from a mock crime scene. Once evidence is gathered they will conduct experiments and analysis to solve the crime.

Nursing and Midwifery University Taster Week

Target group: Year 12
Group size: 30
Location: City University London
Dates: 4th to 8th July 2016, 10am to 3.30pm
Duration: Five days

Students take part in subject taster sessions focused on nursing, midwifery, biological science and other allied subjects covering both theory and practice. Students will receive intensive careers advice through a one-to-one guidance interview, work experience workshop and personal statement workshop.

Health Professions University Taster Week

Target group: Year 12
Group size: 30
Location: City University London
Dates: 4th to 8th July 2016, 10am to 3.30pm
Duration: Five days

Students will take part in subject taster sessions including radiography, biomedical engineering, optometry and psychology, covering both theory and practice. Students will receive intensive careers advice through a one-to-one guidance interview, work experience workshop and personal statement workshop. There will also be an opportunity to meet professionals from various Health based careers in a speed networking session.
Contact the Widening Participation Outreach team with any queries that you may have.

In addition to our set activities, the Widening Participation Outreach team are also interested in hearing about other ways to support schools and colleges. Please contact Danielle Russo to discuss this.

General Widening Participation Outreach
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