Connecting bright minds
to university

Widening Participation
2016/17 guide for schools and colleges

CityOutreach

www.city.ac.uk/wp
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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 a more in-depth discussion about the specific needs of your pupils, please contact the WP Outreach team directly. We are always happy to engage in dialogue and consider new ventures.
City, University of London is in the top 5% of universities in the world according to the *Times Higher Education World University Rankings 2015* and is ranked among the top 20 universities in the UK (*Guardian University Guide 2017*).

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 of 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. 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 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 parental 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 higher education
- 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 succeed in further education.

**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 visit [www.city.ac.uk/care-leavers](http://www.city.ac.uk/care-leavers) or email [wp@city.ac.uk](mailto:wp@city.ac.uk).
How to book activities
Contact the Widening Participation Outreach team by email wpteam@city.ac.uk, or by telephone 020 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. 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 of 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 of London
Northampton Square
London, EC1V 0HB
T: 020 7040 4242
E: wpteam@city.ac.uk

Follow us on
Facebook: www.facebook.com/CityUniWP
Twitter: twitter.com/CityUniWP
Student Ambassadors

Student Ambassadors form an integral part of City’s widening participation provision. Each year we employ over 200 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 can produce their certificates on arrival if requested by the school.
Ambassadors who are selected to be tutors or mentors also receive additional specialist training to equip them for this role.
## Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Learners</th>
<th>Primary</th>
<th>Yrs 7-8</th>
<th>Yr 9</th>
<th>Yr 10</th>
<th>Yr 11</th>
<th>Yr 12/13</th>
<th>Parents</th>
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<tbody>
<tr>
<td>Visits, tutoring and other support</td>
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<td>Bespoke care leaver and looked after children visits</td>
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<td>UniMentors</td>
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<td>Rising Stars Partnership</td>
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<td>Careers and progression</td>
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<td>Your Future workshops</td>
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* Dependent on tutor availability. Email wptutoring@city.ac.uk to discuss specific requirements.
Visits, tutoring and other support

Campus visits can be arranged throughout the year, except during university examination periods in January and May. Contact us to arrange a suitable date.

**University campus visits**

<table>
<thead>
<tr>
<th>Target group:</th>
<th>Years 6 – 12</th>
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</thead>
<tbody>
<tr>
<td>Group size:</td>
<td>minimum 25 students</td>
</tr>
<tr>
<td>Location:</td>
<td>City, University of London</td>
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</tbody>
</table>

Timings: Most visits run from 10.00am – 2.30pm. However, timings can be tailored to meet the needs of your school and student group – minimum 4 hours in length.

Campus visits provide students with an introduction to higher education and university life. Students taking part in this fun and interactive day will have a campus tour, a question and answer session with current students and will work in teams to complete an age-appropriate group challenge.

Schools and colleges can negotiate the day’s activities with the WP Outreach team. These can 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.

**Primary School Spotlight Days**

<table>
<thead>
<tr>
<th>Target group:</th>
<th>Year 6 pupils (and academically able Year 5 pupils) who meet one of our WP criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group size:</td>
<td>6 from each school (but negotiable)</td>
</tr>
<tr>
<td>Location:</td>
<td>City, University of London</td>
</tr>
<tr>
<td>Timing:</td>
<td>10.00am – 2.30pm, December-July</td>
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</tbody>
</table>

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 and packed lunches are provided. Pupils who wish to attend should match at least one of the WP criteria.

The Spotlight Days available are:

- Psychology – 6th December 2016
- Computer Science – 13th December 2016
- Journalism – 15th December 2016
- Law – 12th January 2017
- Politics – 17th January 2017
- Engineering – 19th January 2017
- Music – 8th June 2017
- Speech and Language Therapy – 15th June 2017
- Engineering – 22nd June 2017
- Computer Science – 29th June 2017.
Visits, tutoring and other support

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 of 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 5s 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.

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.
UniMentors

**Target group:** Year 12

**Location:** School or college

**Timing:** November to April

The UniMentors scheme enables young people to work closely on a one-to-one basis with current City students to explore their options of higher education through weekly mentoring sessions. Our scheme aims to support young people make informed decisions about their own future through:

- Raising their university and career aspirations and encouraging them to enter higher education by drawing on our UniMentors’ own experiences of university life
- Exploring different university and subject choices by researching their options
- Increasing their confidence in applying to university by going through the UCAS application process together
- Developing and improving their organisation and time management skills, completing various tasks each week
- Setting weekly targets, supporting them to achieve personal goals

A UniMentor will provide support to a Year 12 student for one hour each week over the course of 10 weeks at the school/sixth form.

Upon completion, Year 12’s will be invited to the university for a celebratory visit day with the opportunity to meet others on the scheme and take a tour of our campus.

Students can apply online at [https://forms.city.ac.uk/forms/57814](https://forms.city.ac.uk/forms/57814). Schools will be contacted once pupils have been offered a place. Priority will be given to looked-after children.

**Masterclass series**

**Target group:** Year 12

**Location:** City, University of 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:

- Optometry – 7th December 2016
- Law – 7th February 2017
- Engineering – 8th February 2017
- Business – 15th February 2017
- Computer Science – 23rd February 2017
- Social Science – 1st March 2017

Lunch and refreshments will be provided.

Students can apply online at [https://forms.city.ac.uk/forms/56594](https://forms.city.ac.uk/forms/56594). Schools will be contacted to confirm once pupils have been offered a place. Students who are or have been in local authority care will be guaranteed a place on a masterclass provided they apply before the deadline.
Students will need to make their own way to the University. We do not usually provide travel expenses for these days but if the cost of travel presents a barrier, please contact us to discuss how we can help.

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

**Snapshot Sixth Form**

<table>
<thead>
<tr>
<th>Target group:</th>
<th>Year 12</th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>City, University of London</td>
</tr>
<tr>
<td>Timing:</td>
<td>4:30pm – 6:00pm</td>
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<tr>
<td>Dates:</td>
<td>January – July</td>
</tr>
</tbody>
</table>

Snapshot provides students with a mix of academic and practical workshops to develop a deeper understanding of the opportunities university can offer, while providing enrichment activities and work experience to enhance the participants’ university applications.

Students attend a series of monthly after-school events and workshops throughout the academic year which aim to provide:

- **Insight into University** Here students develop a clear picture of what to expect from university-level studies and what is expected of them as HE students.
- **Preparation for Student Life** Students will work to identify the skills they need to develop to be successful and will explore ways to engage in university life to have a positive student experience.
- **Enhanced Motivation and Drive** Students will hear inspirational stories from current university students and graduates successful in their chosen fields.
- **Support for UCAS Applications** Through talks from admissions tutors, students will learn what HE organisations look for in a university application.

The scheme includes a day trip to an employer to find out about the realities of the world of work, support finding work experience opportunities, as well as opportunities to accompany current City undergrads to lectures and workshops.

Students can apply online at [https://forms.city.ac.uk/forms/58553](https://forms.city.ac.uk/forms/58553). Schools will be contacted to confirm students who have been offered a place on the scheme.

Students who are or have been in local authority care will be guaranteed a place on this scheme provided they apply before the deadline.
As part of our commitment to widening participation, City, University of 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

<table>
<thead>
<tr>
<th>Target group:</th>
<th>Years 9 – 13</th>
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<tr>
<td>Group size:</td>
<td>One-to-one, up to six interviews per day to fit in with the school timetable.</td>
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<tr>
<td>Location:</td>
<td>School or college, private room required, ideally with internet access.</td>
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</table>

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 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. All interviewees will receive a personalised Careers Action Plan following the session.

### Careers decision making workshops

<table>
<thead>
<tr>
<th>Target group:</th>
<th>Years 9-13</th>
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<tbody>
<tr>
<td>Group Size:</td>
<td>15 – 35</td>
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<tr>
<td>Location:</td>
<td>School or college campus</td>
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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

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<tr>
<th>Target group:</th>
<th>Years 8 – 12</th>
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<tr>
<td>Group size:</td>
<td>25 – 35</td>
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<tr>
<td>Location:</td>
<td>School or college campus</td>
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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: Information, advice and guidance

- 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

<table>
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<tr>
<th>Target group:</th>
<th>Year 12 or early year 13</th>
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<tr>
<td>Group size:</td>
<td>30 – 60</td>
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<tr>
<td>Location:</td>
<td>School or college campus</td>
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Researching courses and university choice
With over 35,000 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. The workshop is aimed at providing students with an understanding of how a well-drafted personal statement can bring added value to their UCAS application. It focuses on identifying relevant information to include and an awareness of what admissions staff are looking for from a personal statement.

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

<table>
<thead>
<tr>
<th>Target group:</th>
<th>Parents/carers with students in Years 9 – 13</th>
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<tbody>
<tr>
<td>Group size:</td>
<td>Any</td>
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<tr>
<td>Location:</td>
<td>School or college campus</td>
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Our careers advisors provide 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
- 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 are not familiar with university and higher education.

This week-long programme gives young people an insight into a particular subject with the opportunity to take part in workshops delivered by internal academic staff as well as external providers. Students must meet at least one of the Widening Participation criteria outlined on page 04.

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 at https://forms.city.ac.uk/forms/57513. Parents must complete the consent forms before a student’s place can be confirmed.

Teachers will be informed which students have been offered a place after the deadline. Students who are or have been in local authority care will be guaranteed a place on this event provided they apply before the deadline.

Deadline for applications for Years 9 and 10 taster weeks: 20th January 2017.

Deadline for applications for year 12 taster weeks: 17th March 2017.

Psychology University Taster Week

Target group: Year 10

Group size: 30

Location: City, University of London

Dates: 20th - 24th February 2017, 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.

Engineering University Taster Week

Target group: Year 10

Group size: 30

Location: City, University of London

Dates: 6th - 10th March 2017, 10am to 3.30pm

Duration: Five days
University Taster Weeks

This week is aimed at science and maths enthusiasts, giving them the chance to find out how science works in the real world. Participants will attend workshops on a range of engineering sectors including aeronautical, automotive, mechanical, electrical and civil engineering. Group challenges and workshops will be led by City academics, postgraduate students and industry experts. Participants will design and build structures, experience the flight simulator, program traffic lights, control and race robots, build and design wind turbines and deliver presentations on their creations. You will also take a tour of our Engineering facilities and work in our labs.

Business and Enterprise University Taster Week

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<tr>
<th>Target group:</th>
<th>Year 10</th>
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<td>Group size:</td>
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<tr>
<td>Location:</td>
<td>City, University of London</td>
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<tr>
<td>Dates:</td>
<td>13th - 17th March 2017, 10am to 3.30pm</td>
</tr>
<tr>
<td>Duration:</td>
<td>Five days</td>
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</tbody>
</table>

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

After attending a workshop delivered by a star from the hit TV show The Apprentice, students will develop a real business concept and will use what they just learned 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. At the end of the week, students will put their entrepreneurial skills to the test by designing and pitching an innovative business idea to a panel of judges.

Music University Taster Week

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<th>Target group:</th>
<th>Year 10</th>
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<tr>
<td>Group size:</td>
<td>30</td>
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<tr>
<td>Location:</td>
<td>City, University of London</td>
</tr>
<tr>
<td>Dates:</td>
<td>3rd - 7th April 2017, 10am to 3.30pm</td>
</tr>
<tr>
<td>Duration:</td>
<td>Five days</td>
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</tbody>
</table>

A unique opportunity for students to experience a taste of studying music at university, delivered with help from the London Symphony Orchestra. Workshops 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 also be workshops on writing music for films, as well as an opportunity to see a musical in the West End to see how music is used in large-scale theatrical productions.

Media and Journalism University Taster Week

<table>
<thead>
<tr>
<th>Target group:</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group size:</td>
<td>30</td>
</tr>
<tr>
<td>Location:</td>
<td>City, University of London</td>
</tr>
<tr>
<td>Dates:</td>
<td>24th - 28th April 2017, 10am to 3.30pm</td>
</tr>
<tr>
<td>Duration:</td>
<td>Five days</td>
</tr>
</tbody>
</table>

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.
University Taster Weeks

Students will then use their new-found skills interviewing Olympic stars and creating their own blog, radio or television show, taking on roles as presenters, directors, writers, editors, sound producers and camera operators. You will work with radio journalists to create your own radio programme.

Pathways to the Professions University Taster Week

**Target group:** Year 9

**Group size:** 30

**Location:** City, University of London

**Dates:** 5th - 9th June 2017, 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 – building bridges, programming traffic lights or creating and racing electric buggies
- Journalism – interviewing people to create a blog or radio show
- ICT and Health.

Law and Criminology University Taster Week

**Target group:** Year 10

**Group size:** 30

**Location:** City, University of London

**Dates:** 19th - 23rd June 2017, 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 take a tour of the Inns of Court 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.
University Taster Weeks

**Nursing and Midwifery University Taster Week**

**Target group:** Year 12

**Group size:** 30

**Location:** City, University of London

**Dates:** 3rd - 7th July 2017, 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 of London

**Dates:** 3rd - 7th July 2017, 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 details

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 Sarah Wood to discuss this.

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