



**CITY**  
UNIVERSITY OF LONDON  
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Academic excellence for  
business and the professions

# *Connecting bright minds* TO UNIVERSITY

**Widening Participation: Post-16**  
2018/19 guide for schools and colleges



CityOutreach

[www.city.ac.uk](http://www.city.ac.uk)



# Welcome

**from the Widening Participation Outreach Team  
at City, University of London**

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**Empowering underrepresented learners to access and succeed  
in higher education**

City's WP Outreach team run a wide range of programmes aimed at developing learners who are well informed, have realistic expectations about higher education, understand how to achieve their goals and have the grades, confidence and resilience to succeed.

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 Post-16 guide sets out the range of current activities on offer. 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 WPO team directly. We are always happy to engage in dialogue and consider new ventures.

# Widening Participation

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**City is a unique place of study: we are located in the heart of one of the most exciting cities in the world; we combine a commitment to academic excellence with a longstanding tradition of preparing graduates for careers in business and the professions.**

Since its foundation, City has cultivated strong links with business and the professions: many of our students undertake work placements as part of their degree 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 fifteen 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 Programmes are:**

- Learner-centred – tailored to the needs of learners throughout their educational journey, from primary school to transition into higher education
- Multi-layered – starting from a young age, our multi-layered approach builds skills and knowledge year on year
- Collaborative – developed and delivered with colleagues from across City and beyond to extend our reach and capitalise on expertise
- Evidence based – Utilising academic research along with ongoing evaluation and review to maximise the impact and quality of our programmes

## **Their aim is to develop:**

- Knowledge – by raising awareness of higher education and its benefits
- Decision-making – by developing the capacity to navigate higher education and the ability to make informed choices
- Skills and attitudes – by increasing the confidence and resilience needed to negotiate challenges and make progress
- Attainment – by improving academic attainment and study skills
- Understanding – by contextualising subject knowledge and labour market information

City Outreach programmes are targeted to reach those who will most benefit and where we can have the greatest impact. Focusing on our London location we work in schools with a high proportion of learners from deprived backgrounds and with lower than expected rates of progression into higher education. Students who participate in our activities need to meet one or more of the following criteria:

- Learners on free school meals/  
Pupil premium students
- First generation into higher education
- Those with disabilities, learning differences and mental health issues
- Care experienced young people
- Those estranged from their families
- Young carers
- Refugees
- Mature students

## **Additional Support for Looked-after Children**

Students who have spent time in local authority care will be guaranteed a place on events, provided applications are received by the given deadline. Individually tailored events and support for care leavers can also be arranged.

To find out more, visit

**[www.city.ac.uk/care-leavers](http://www.city.ac.uk/care-leavers).**



## How to book activities

Contact the WP team by email [wpteam@city.ac.uk](mailto: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 has been filled in, signed and returned the activity can be confirmed.

## Cancellation policy

It is the school's or college's responsibility to inform City 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 10 working days before it is due to take place at no charge. Please note that due to the considerable time invested by the WP team 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.

## Contact details:

### Widening Participation Outreach team

City, University of London  
Northampton Square  
London, EC1V 0HB

T: 020 7040 4242

E: [wpteam@city.ac.uk](mailto:wpteam@city.ac.uk)

### Follow us on

Facebook: [www.facebook.com/CityUniWP](https://www.facebook.com/CityUniWP)

Twitter: [twitter.com/CityUniWP](https://twitter.com/CityUniWP)

# Privacy notice and GDPR

City, University of London delivers a wide range of Widening Participation Outreach activities with young people from local schools and colleges. Our programmes aim to empower underrepresented learners to access and succeed in higher education and are part of City's vision to ensure our students gain the most from our investment in their success.

We are committed to providing sustained and personalised support empowering individual success from primary education right through to entry into business and the professions.

## How do we collect data?

We collect information on everyone who takes part in our activities and we use this data to help:

- Ensure we are reaching the right learners
- Plan future activities
- Evaluate the impact of our programmes both in the short term and longer term.

City's commitment to widening access is laid out in our Access and Participation Plan which is overseen by the Office for Students (previously this was the Access Agreement and the Office of Fair Access).

We collect this data under the legal basis 'Public Task' as set out in GDPR under article 6(1)e:

"Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller".

## What do we collect?

- Full name
- Date of birth
- Address
- Postcode
- Date of birth
- Contact details for parents/carers/young people
- School or college attended\*
- Gender
- Ethnicity
- Disability and access information
- Looked after young people/care leavers
- First generation to attend HEI
- Free school meal/pupil premium data
- Evaluation data
- Current course of study
- Predicted and achieved attainment data (only for specific tutored subjects)

## How do we collect the data?

Data is collected from a number of sources depending on the nature of the activity or programme, methods of collection are:

- Direct from schools or colleges or colleges (group visits, school events, tutoring)
- Application forms direct from participants (aged 13 years and over)
- Direct from parents through application or monitoring forms
- Direct from participants on evaluation forms (aged 13 years and over)



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## What do we do with the data we collect and how do we store it securely?

For the duration of the programme, information on participants is stored in password-protected Excel spreadsheets accessible only by WP Outreach team members, the information is used to:

- Recruit and select learners for events
- Assess learners eligibility to attend WP Outreach events (in-line with WP targeting criteria)

City subscribe to the Higher Education Access Tracker where this information is recorded ([www.heat.ac.uk](http://www.heat.ac.uk)). HEAT is a secure online portal managed by the University of Kent. This data is used to analyse, evaluate and monitor the impact of WP outreach activities and to ensure we are reaching the target learners. Learner's progress is tracked to investigate longitudinal impact on attainment, progression and social mobility.

All personal information is removed and feedback is retained for evaluation purposes.

## Who to contact about your information and City?

Any questions regarding the data we hold on you can be directed to [heat@city.ac.uk](mailto:heat@city.ac.uk) or by calling the WP Outreach Team on **020 7040 4242**.

You have the right to access a copy of the data held on you by us and you also have the right to object to your data being retained. Contact [heat@city.ac.uk](mailto:heat@city.ac.uk) with your request or call **020 7040 4242** to discuss in more detail.

You can also contact City's Data Protection Officer directly at [dpo@city.ac.uk](mailto:dpo@city.ac.uk).



# Student Ambassadors

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**Student Ambassadors form an integral part of City's WP 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 WP Ambassadors are fully trained in:

- Child protection
- Equality and diversity
- Working with young people
- Communication skills
- Presentation skills
- Working in schools.

Our WP Ambassadors are all DBS-cleared and can produce their certificates on arrival if requested by the school.



# Activities



## Masterclass Series

**Target group:** Year 12

**Location:** City, University of London campus

**Timing:** 9.30am – 4.30pm

Our masterclasses allow students 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 ideas to engineering their own bridges, these fast-paced and creative days will give students an insight into studying a course area at university. They also provide excellent material for UCAS application forms.

This year's Masterclasses will cover law, engineering, business, criminology, journalism, *health sciences* and radiography

Health Sciences	December 2018
Law	January 2019
Business	February 2019
Criminology	March 2019
Psychology	March 2019
Journalism	April 2019
Engineering	June 2019

These days are provisional and will be finalised closer to the event.

Students can apply online via [forms.city.ac.uk/forms/70069](https://forms.city.ac.uk/forms/70069). *The form will be live on 15th October 2018.* 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 and from the University campus. 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.

The Masterclass series is free of charge. Lunch and refreshments will be provided and school uniform does not need to be worn, however we do ask that students dress smart-casual.

# Activities

## Snapshot: Sixth Form

<b>Target group:</b> Year 12 BTEC students
<b>Location:</b> City, University of London campus
<b>Timing:</b> Week-long event in July 2019

Snapshot is a week-long programme targeted towards Year 12 students who are studying BTEC subjects. The event focuses on the transition to university from secondary school/college and aims to build confidence and resilience to aid with this transition. The event is held over a week with a timetable to mirror that of a university timetable. Workshops will include themes that explore the different learning and teaching approaches, extra-curricular opportunities at university, self-reflection and available support services at university. Previous Snapshot programmes have included:

- **Taster lectures** which give students a chance to experience the new and different types of learning practices at university
- **Networking skills sessions** giving students the opportunity to interact with professionals from all fields, empowering the students to develop their communication and self-promotion skills
- **Growth mindset and success sessions** allowing students to define what success means to them and how the right mindset can set them up to succeed at university
- **UCAS familiarity sessions** giving students a chance to become familiar with the UCAS process and the requirements universities ask for when considering a degree to study
- **Campus support services amazing race** making a standard campus tour abit more interesting, giving students a chance to explore campus and discover the myriad of support services available to them if they enrol at university.

Entry to the programme is selective and will be via an application form – [forms.city.ac.uk/forms/77070](https://forms.city.ac.uk/forms/77070). If any further information is required please email [wpteam@city.ac.uk](mailto:wpteam@city.ac.uk).

## UniMentors

<b>Target group:</b> Year 12
<b>Location:</b> School or College
<b>Timing:</b> November to April

The UniMentors scheme enables Year 12 students to work closely on a one-to-one basis with current City students, exploring their options of higher education through weekly mentoring sessions. Our scheme aims to support students to make informed decisions about their own future through:

- Raising their university and career aspirations
- Encouraging students to enter higher education by drawing on their UniMentor's own experiences of university life
- Exploring different universities and subject choices by researching their options
- Increasing their confidence in the application process by going through their UCAS form together
- Developing and improving their organisational and time management skills, completing various tasks each week
- Setting weekly targets with support to achieve personal goals.

A UniMentor will provide support to a Year 12 student for one hour each week over a 10 week course at their school/college. Upon completion, the students will be invited to City for a celebratory visit day with the opportunity to meet others on the scheme and have a tour of campus.

Students can apply online at [forms.city.ac.uk/forms/77169](https://forms.city.ac.uk/forms/77169). Schools will be contacted once students have been offered a place, priority will be given to looked-after children.

# University Taster Weeks

## Nursing & Midwifery Taster Week

**Target group:** Year 12

**Group size:** 30 students

**Location:** City, University of London campus

**Dates:** 1<sup>st</sup> – 5<sup>th</sup> July 2019 (5 days duration),  
10am – 3.30pm.

Students will take part in subject specific-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, a work experience workshop and a personal statement workshop.



## Health Professions Taster Week

**Target group:** Year 12

**Group size:** 30 students

**Location:** City, University of London campus

**Dates:** 1<sup>st</sup> – 5<sup>th</sup> July 2018 (5 days duration),  
10am – 3.30pm.

Students will take part in subject-specific taster sessions focused on radiography, biomedical engineering, optometry and psychology, covering both theory and practice. Students will receive intensive careers advice through a one-to-one guidance interview, a work experience workshop, a personal statement workshop and have an opportunity to network with professionals from various health-based careers.

Students can apply online at [forms.city.ac.uk/forms/76652](https://forms.city.ac.uk/forms/76652), the application deadline for the two Taster Weeks is 22<sup>nd</sup> March 2018.

# Careers: Information, advice and guidance

**As part of our commitment to widening participation, City employs fully-qualified careers advisors who can provide impartial information, advice and guidance to students from Year 12 and Year 13, delivered via one-to-one careers guidance appointments, talks or group workshops.**

All workshops last one hour or one school lesson and are delivered on site at your school or college. Talks to larger groups will last approximately 30 minutes.

## One-to-one career guidance appointments

**Target group:** Year 12 and year 13 students interested in studying at university

**Group size:** One-to-one, at least 30 minutes per students to fit in with the school timetable

**Location:** School or college campus, a private and confidential room is required (ideally with computer and internet access)

These careers appointments are aimed at students with the potential to progress onto university and are targeted at young people who would otherwise not receive a guidance interview through their school or college's career guidance provision. The careers appointment will enable the students to:

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

Students will receive a personalised careers action plan following the session. Please note that although career guidance appointments are impartial, the main remit is exploring university study.



## Career exploration workshop

**Target group:** Year 12 students interested in studying at university but undecided what course to study

**Group size:** Small groups of up to 10 students

**Location:** School or college campus

This interactive workshop enables students to explore their own interests and to research various careers and courses. It aims to promote self, opportunity and transition awareness. It also stresses the importance of planning and setting targets to achieve goals.

Please contact our careers advisor Maz Mullarkey to discuss your students' requirements in more detail.

## Assemblies & School Talks

**Target group:** Years 12 - 13

**Group size:** Any

**Location:** School or college campus

*Student Ambassadors can visit your school to talk about Higher Education, pathways and journeys into university in addition to specific subjects and courses. Assemblies and talks can be tailored to year group and area of interest, depending on staff and ambassador availability.*

# Careers: Information, advice and guidance

## Subject-specific talks

**Target group:** Years 12

**Group size:** Up to 30 students

**Location:** School or college campus

Based primarily on the subjects offered at City University, students can explore the variety of careers available after studying a specific degree course as well as the skills and qualities required for success within that field.

These interactive talks will cover some careers the students will have heard of and others which will be completely new to them.

Previous sessions covered have included careers in the following areas: **business, health and social care, mathematics, psychology, computing and IT, social sciences and humanities, law and engineering.**

Please contact our careers advisor Maz Mullarkey to discuss your students' requirements in more detail.

## Introduction to higher education/ Choosing a university course

**Target group:** Year 12

**Group size:** A class of up to 30 for an interactive workshop or up to 60 students for a talk

**Location:** School or college campus

With over 35,000 university choices to choose from, applying to university can be an overwhelming experience for many applicants. This workshop aims to support students in making positive, clear and well-informed decisions about their future education, while highlighting the implications and importance of the choices they make.

## Personal statement workshop

**Target group:** Years 12

**Group size:** A class size of up to 30 for an interactive workshop or up to 60 students for a talk

**Location:** School or college campus

Along with meeting grade requirements; an effective, engaging and well written personal statement is key to a successful UCAS application. This 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 content to include an awareness of what admissions staff are looking for.

## Personal statement clinics

**Target group:** Years 13

**Group size:** One-to-one sessions

**Location:** School or college campus, private and confidential room is required

These one-to-one advice sessions provide students with impartial advice and guidance on how they can potentially enhance their personal statement drafts. At least 20 minutes per student is required for these sessions.

## Parents evenings

**Target group:** Parents and carers with students in Year 12 and Year 13

**Location:** School or college campus

Our careers adviser provides impartial information and advice to parents and their children, either as a drop-in at a parents evening or through a short talk at a parents event, higher education or 6<sup>th</sup> form evening. Topics that can be covered include the benefits of higher education as well as an introduction to higher education.

# Contact details

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## 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.

## General Widening Participation Outreach

### Sarah Wood

Widening Participation Outreach Manager

T: 020 7040 3196

E: sarah.wood.1@city.ac.uk

## General enquiries and Snapshot

### Andy Smith

Senior Outreach Officer

T: 020 7040 4119

E: andy.smith.1@city.ac.uk

## Careers - Information, advice and guidance

### Maz Mullarkey

*Project Careers Adviser*

T: 020 7040 5433

E: mary.mullarkey.2@city.ac.uk

## Secondary & Post-16 Events

### Tom Trower

Widening Participation Projects Officer

T: 020 7040 4173

E: tom.trower@city.ac.uk

## Primary Schools

### Ben Copsey

Widening Participation Projects Officer

T: 020 7040 3197

E: ben.copsey@city.ac.uk

## Taster Weeks & UniMentors

### Shanade Johnson

Widening Participation Projects Officer

T: 020 7040 0055

E: shanade.johnson@city.ac.uk

## City of London Academy and Tutoring

### Leanne Allen

Widening Participation Projects Officer

T: 020 7040 3032

E: leanne.allen@city.ac.uk

## Daniel Bermingham

Widening Participation Projects Assistant

T: 020 7040 4176

E: daniel.bermingham@city.ac.uk



## Widening Participation Outreach

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Northampton Square

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### Email enquiries

[wpteam@city.ac.uk](mailto:wpteam@city.ac.uk)



### Telephone enquiries

020 7040 4242



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