Connecting bright minds to university

Widening Participation
2017/18 guide for secondary schools
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 for secondary school students. 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.
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.

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 or email wpteam@city.ac.uk.

Tracking Students
City, University of London is, along with over 70 other UK Universities, a member of the Higher Education Access Tracker (HEAT). The HEAT tracking database measures the impact of our programmes by linking participant data to student outcomes. Allowing us to explore in detail the relationship between outreach participation and student success.
All data collected is processed and stored in accordance with the Data Protection Act 1998 and City, University of London’s Data Protection Policy. To find out more, visit www.heat.ac.uk.

Widening Participation
City, University of London is a leading global university, committed to academic excellence and focused on business and the professions. City is 1st in London for student satisfaction, according to The Complete University Guide 2018 and has over 18,000 students from more than 160 countries around the world.

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.

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

04
05
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.

<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 12/13</th>
<th>Parents</th>
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<tr>
<td>Visits, tutoring and other support</td>
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<td>Campus visits</td>
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<td>Spotlight Days</td>
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<td>Maths tutoring*</td>
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<td>English tutoring*</td>
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<td>Bespoke care leaver and looked after children visits</td>
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*Dependent on tutor availability. Email wptutoring@city.ac.uk to discuss specific requirements.

| Careers and progression                       |          |         |            |      |       |          |         |
| Careers guidance interviews                   | x        | x       | x          | x    |       |          |         |
| Careers decision making workshops             | x        | x       | x          | x    |       |          |         |
| Careers workshops                             | x        | x       | x          | x    | x     |          |         |
| Your Future workshops                         | x        |         |            |      |       |          |         |
| Parents evenings                              |          |         |            |      |       |          | x       |

| Taster weeks                                  |          |         |            |      |       |          |         |
| University Taster weeks                       | x        | x       | x          |      |       |          |         |
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

**Target group:** Years 7 – 11

**Group size:** 15 – 30 students

**Location:** City, University of 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 – minimum 4 hours in length.

Visit Days provide students with an introduction to university and student life; the focus being based around interactive, fun group activities and workshops where students get to collaborate with our City Widening Participation Ambassadors. Visit days include an introduction to higher education, a campus tour, two university-centric hands-on workshops* and a chance to have a Q&A with current university students.

Visit Days can be arranged throughout the year, except during university examination periods in January and May. To arrange a suitable date for your visit, contact wpteam@city.ac.uk with the subject heading ‘Visit Day’ to arrange a suitable date.

*There will be a suite of workshops available for each year group and where possible these will be linked to the curriculum.

Visits, tutoring and other support

Tutoring

**Target group:** Years 7 – 11

**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. Student Tutors receive additional ongoing training in:

- Key Stage 2–3 Maths
- Key Stage 2–3 English
- Behaviour Management
- Working with SEN students.

University campus visits

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Careers workshops

**Target group:** Years 9 – 11

**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 using English and humanities
- Careers in IT
- Careers in media
- 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.

Parents’ evenings

**Target group:** Parents/carers with students in Years 9 – 11

**Group size:** Any

**Location:** School or college campus

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.

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

**Target group:** Years 9 – 11

**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 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

**Target group:** Years 9 – 11

**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.
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/69769. 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.

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.

Business and Enterprise University Taster Week

Target group: Year 10

Group size: 30

Location: City, University of London

Dates: 12th – 16th March 2018, 10am to 3.30pm

Come along to this Taster Week to get an overview of the four key areas: science, technology, engineering and maths. You will be involved in group challenges, take part in workshops and classroom-based activities to really get you thinking. These will be led by academics from City, postgraduate students and industry experts.

You will experience a flight simulator and formula one car with a chance to work in one of our labs. An interactive trading game will allow students to take on the role of a stockbroker. There will also be workshops on writing music for the stage and radio, analysing people's behaviour and creating patient treatment plans.

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STEM University Taster Week

Target group: Year 10

Group size: 30

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Business and Enterprise University Taster Week

Target group: Year 10

Group size: 30

Location: City, University of London

Dates: 5th – 9th March 2018, 10am to 3.30pm

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

Target group: Year 10

Group size: 30

Location: City, University of London

Dates: 16th – 20th April 2018, 10am to 3.30pm

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.

Social Science University Taster Week

Target group: Year 10

Group size: 30

Location: City, University of London

Dates: 24th – 28th April 2017, 10am to 3.30pm

If you are interested in social sciences and want to explore international politics, sociology, journalism or psychology, this is the taster week for you. Academic staff will deliver lectures and workshops to provide an overview of what these subject areas entail at university and in the world of work.
University Taster Weeks

You will conduct research like real social scientists, explore how the mind works and you will have a chance to be a journalist, working with experts who currently teach at City or work in companies like the BBC.

Pathways to the Professions
University Taster Week

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<th>Target group: Year 9</th>
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<td>Group size: 30</td>
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<tr>
<td>Location: City, University of London</td>
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<tr>
<td>Dates: 4th – 8th June 2017, 10am to 3.30pm</td>
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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

<table>
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<tbody>
<tr>
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<tr>
<td>Location: City, University of London</td>
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<tr>
<td>Dates: 18th – 22nd June 2018, 10am to 3.30pm</td>
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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.

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.

Law and Criminology
University Taster Week

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