



**CITY**  
UNIVERSITY OF LONDON  
EST 1894

The University of business,  
practice and the professions.

# *Connecting bright minds* TO UNIVERSITY

## **Widening Participation**

2022/23 guide for secondary schools



**CityOutreach**

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



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# 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 runs 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.

# Widening Participation

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



## **How to book activities**

Contact the Widening Participation Outreach 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 is signed and returned the activity will be confirmed. All bookings will require a minimum of six weeks lead time.

## **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 10 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](mailto:wpteam@city.ac.uk)

### **Follow us on**

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

Blog: [blogs.city.ac.uk/wideningparticipation](https://blogs.city.ac.uk/wideningparticipation)



# 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 (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).

## 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). 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

**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 can produce their certificates on arrival if requested by the school.



# Activities

Activity \ Learners	Primary	Yrs 7 – 8	Yr 9	Yr 10	Yr 11	Yr 12/13	Parents
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## Visits, tutoring and other support

Campus visits	x	x	x	x	x		
Mathematics tutoring*	x	x	x	x	x	x	
Mathematics GCSE revision days					x		
English tutoring*	x	x	x	x	x	x	
Uni-Focus Day series						x	
Uni Snapshot						x	
Bespoke care leaver and looked after children visits	x	x	x	x	x	x	
UniMentors						x	
Webinars			x	x	x	x	

\*Dependent on tutor availability. Email [wptutoring@city.ac.uk](mailto: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	
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# 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 – 40 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](mailto:wpteam@city.ac.uk) with the subject heading 'Visit Day'. We require a minimum of 6 weeks lead time.

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



## Webinars

**Target group:** Years 9 – 11

**Location:** Online – Teams, Zoom, Google Meet

**Timings:** Flexible

This webinar session aims to provide students with an understanding of what it is like to study at University and looks at how continuing their studies can provide the basis for future careers. The session is 45 minutes to 1 hour.

Complete a booking form: [tinyurl.com/citywebinar](https://tinyurl.com/citywebinar)

# Visits, tutoring and other support

## Tutoring

**Target group:** Years 7 – 11

**Location:** School or college during term time.

Trained Student Ambassadors provide Mathematics and English tutoring to small groups of pupils, ranging from Year 7 to Year 11. Tutors work with the same group of pupils once a week in school from October to May, with optional sessions in the summer. Tutoring is in Mathematics 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 3 – 4 Mathematics
- Key Stage 3 – 4 English
- Behaviour Management
- Working with SEN students
- Safeguarding.





# Careers: Information, advice and guidance

**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 9 through to Year 13, delivered via one-to-one careers guidance appointments, talks or group workshops.**

All workshops are between 45 and 60 minutes or one school lesson and are delivered on site at your school or college. Talks to larger groups will last around 30 minutes.

## One-to-one careers guidance appointments

**Target group:** Years 9 – 11 and Year 12/13 interested in studying at university

**Group size:** One-to-one, at least 30 minutes per student to fit in with the school timetable. (between 6 and 8 students per day)

**Location:** School or college, private/confidential room required, with PC/internet access or wifi connection and online.

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:

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 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 and widening access to university study.



## Careers exploration workshops

**Target group:** Years 9 – 11

**Group Size:** Years 9 – 11, a class of 30 students

**Location:** School or college campus

This interactive workshop enables students to explore their own interests and to research various careers. 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 adviser Caitlyn Short to discuss your students' requirements in more detail.

## Into to higher education / choosing a university course

**Target group:** Years 9 – 11, Year 12

**Group size:** A class of up to 30 for an interactive workshop or up to 60 students for a shorter 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 prepare and 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.

# Careers: Information, advice and guidance

## Subject-specific talks

**Target group:** Years 9 – 11, Year 12

**Group size:** A class of 30

**Location:** School or college campus

Based primarily on the subjects offered at City 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 some which will be completely new to them.

Previous sessions covered have included careers in the following areas:

- Business
- Health and/or Social Care
- Mathematics
- Psychology
- Computing/IT
- Social Sciences/Humanities
- Law
- Engineering.

Please contact our careers advisor Caitlyn Short to discuss your students' requirements in more detail.

## Parents' evenings

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

**Group size:** Any

**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 how to support your child with career exploration and course decision-making.

## Assemblies and school talks

**Target group:** Year 7–11

**Group size:** Various

**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. Whole school assemblies help to introduce higher education to early years, while Key Stage two assemblies support students to feel confident about visiting university. Assemblies and talks can be tailored to year group and area of interest, depending on staff and ambassador availability.

# 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 [tinyurl.com/tasterweek2022](https://tinyurl.com/tasterweek2022). 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.

Completed applications for the Year 9 and 10 University Taster Weeks need to with us by 20<sup>th</sup> January 2023.

The deadline for our Year 12 University Taster Weeks is 24<sup>th</sup> March 2023.

## Psychology University Taster Week

**Target group:** Year 10

**Group size:** 30

**Location:** City, University of London

**Dates:** 20<sup>th</sup> – 24<sup>th</sup> February 2023, 10am to 3.30pm

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:** 6<sup>th</sup> – 10<sup>th</sup> March 2023, 10am to 3.30pm

Come along to this Taster Week to get an overview of the four key areas: science, technology, engineering and mathematics. 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 to find out about a range of engineering sectors including aeronautical, automotive, mechanical, electrical and civil engineering. You will create your own games using coding, solve mathematics problems with our professors and explore the sciences.

# University Taster Weeks

## Business and Enterprise University Taster Week

**Target group:** Year 10

**Group size:** 30

**Location:** City, University of London

**Dates:** 20<sup>th</sup> – 24<sup>th</sup> March 2023, 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.

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.



## Creative Industries University Taster Week

**Target group:** Year 10

**Group size:** 30

**Location:** City, University of London

**Dates:** 2<sup>nd</sup> – 5<sup>th</sup> May 2023, 10am to 3.30pm

A unique opportunity for students to experience a taste of studying a variety of creative industries subjects at university. You will be exploring music, dance, media, Journalism and English. Workshops include creating original music, gamelan, African drumming, creating your own radio or television show in City's Journalism studios and there will be. 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:** 5<sup>th</sup> – 9<sup>th</sup> June 2023, 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

## Pathways to the Professions University Taster Weeks

**Target group:** Year 9

**Group size:** 30

**Location:** City, University of London

**Dates:** 17<sup>th</sup> – 21<sup>st</sup> April 2023, 10am to 3.30pm

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:** 19<sup>th</sup> – 23<sup>rd</sup> June 2023, 10am to 3.30pm

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 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 Ben Copsey to discuss this.

### General Widening Participation Outreach Ben Copsey

Widening Participation Outreach Manager  
T: 020 7040 3197  
E: ben.copsey@city.ac.uk

### General events and IAG enquiries Sharmin Kamaly

Senior Outreach Officer  
T: 020 7040 0055  
E: sharmin.kamaly.1@city.ac.uk

### Careers - Information, advice and guidance Caitlyn Short

Project Careers Adviser  
T: 020 7040 5433  
E: Caitlyn.Short@city.ac.uk

### Secondary & Post-16 Events Joseph Jackson

Widening Participation Projects Officer  
T: 020 7040 4173  
E: joseph.jackson@city.ac.uk

### Primary Events and Tutoring Eve Schutz

Tutoring Coordinator  
T: 020 7040 4304  
E: Eve.Schutz@city.ac.uk

### Taster Weeks and Partnership Visit Days Amina Rahman

Outreach Coordinator  
T: 020 7040 4156  
E: Amina.Rahman@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

### UniMentors

**Hannah Bowles**  
Widening Participation Projects Officer  
T: 020 7040 3032  
E: hannah.bowles@city.ac.uk

# Notes

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# Notes

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## Widening Participation Outreach

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### Email enquiries

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### Telephone enquiries

020 7040 4242



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