Connecting bright minds to university

Widening Participation: Post-16
2017/18 guide for schools and colleges

CityOutreach

www.city.ac.uk
The Widening Participation 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 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 WP team directly. We are always happy to engage in dialogue and consider new ventures.
How to book activities

Contact the WP 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 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.
Student Ambassadors

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. Ambassadors who are selected to be tutors and mentors also receive additional, ongoing training in:
• Key Stage 2-3 Mathematics
• Key Stage 2-3 English
• Behaviour Management
• Working with SEN students.

Activities

City, University of London Visit Days

<table>
<thead>
<tr>
<th>Target group:</th>
<th>Years 5 – 13</th>
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</thead>
<tbody>
<tr>
<td>Group size:</td>
<td>15 – 40 students</td>
</tr>
<tr>
<td>Location:</td>
<td>City, University of London campus</td>
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<tr>
<td>Timings:</td>
<td>We run our Visit Days between 10am to 2.30pm. However, timings can be tailored to meet the needs of the school (minimum 4 hours in length).</td>
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Visit Days provide students with an introduction to university and student life. The focus of the day is 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. Email WP team at 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.
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, computer science and social sciences (psychology and criminology specifically).

<table>
<thead>
<tr>
<th>Masterclass Series</th>
<th>Date</th>
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<tbody>
<tr>
<td>Law Masterclass</td>
<td>Thursday, 8th February 2018</td>
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<tr>
<td>Engineering Masterclass</td>
<td>Thursday, 1st March 2018</td>
</tr>
<tr>
<td>Business Masterclass</td>
<td>Monday, 5th March 2018</td>
</tr>
<tr>
<td>Computer Science Masterclass</td>
<td>Thursday, 8th March 2018</td>
</tr>
<tr>
<td>Social Science Masterclass</td>
<td>Monday, 19th March 2018</td>
</tr>
</tbody>
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Students can apply online via forms.city.ac.uk/forms/69754. 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.

Snapshot: Sixth Form

**Target group:** Year 12  
**Location:** City, University of London campus  
**Timing:** 4.30pm – 6pm from January to July

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 experiences to enhance the participants’ university applications.

Students will attend a series of monthly after-school workshops throughout the academic year with the aim to:

- **Provide insight into university** students develop a clear picture of what to expect from university-level studies and what is expected of them as higher education students
- **Prepare 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
- **Enhance motivation and drive** students will hear inspirational stories from current university students and successful graduates in their chosen fields
- **Provide support for UCAS applications** through talks with admissions tutors, students will learn what HE institutions look for in a university applicant.

Snapshot includes an industry visit allowing students to get a taste of working life, support finding work experience opportunities as well as opportunities to shadow current City undergraduates in their lectures and tutorials.

Students can apply for Snapshot online via forms.city.ac.uk/forms/69882. 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 (Friday, 15th December 2017).

UniMentors

**Target group:** Year 12  
**Location:** School or College  
**Timing:** 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 10 weeks 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/70416. Schools will be contacted once students have been offered a place, priority will be given to looked-after children.

*The Social Science Masterclass will be two smaller groups of 25 students. Each student will choose to do either Criminology or Psychology.*

*The deadline for each masterclass will be 2 weeks prior to its start date.*
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 8 through to Year 13, delivered via workshops, seminars events and one-to-one career guidance.

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

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

**Target group:** Years 9 – 13  
**Group size:** One-to-one, up to six interviews per day to fit in with the school timetable  
**Location:** School or college, private room required (ideally with internet access)

Aimed at students with 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 – 13  
**Group size:** 15 – 35  
**Location:** School or college campus

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

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

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**University Taster Weeks**

**Nursing & Midwifery Taster Week**  
**Target group:** Year 12  
**Group size:** 30 students  
**Location:** City, University of London campus  
**Dates:** 2nd – 6th July 2018 (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:** 2nd – 6th 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/69769, the application deadline for the two Taster Weeks is 23rd March 2018.

**Health Professions Taster Week**  
**Target group:** Year 12  
**Group size:** 30 students  
**Location:** City, University of London campus  
**Dates:** 2nd – 6th 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/69769, the application deadline for the two Taster Weeks is 23rd March 2018.
Careers workshops

Target group: Years 9 – 13

Group size: 25 – 35

Location: School or college campus

Students explore the variety of careers available within a specific field, progression routes and the skills and 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.

Previous sessions have covered careers in health and social care, science, mathematics, business, IT, media, English and the humanities.

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

‘Your Future’ workshops

Target group: Years 9 – 13

Group size: 30 – 60

Location: School or college campus

Researching courses and university choices

With over 35,000 higher education courses to choose from, applying to university can be an overwhelming experience for many applicants. Our ‘Your Future’ workshops aim 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.

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

Along with meeting grade requirements, an effective, engaging and well-written personal statement is key to 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 information to include and an awareness of what admissions staff are looking for.

A longer workshop which combines the two themes above is also available.

Parents’ evenings

Target group: Parents and carers with students in Year 9 – 13

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 parents’ 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.

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.

Contact details

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