

UNIVERSITY OF
WESTMINSTER^{Ux}



INTRODUCTION TO
HIGHER EDUCATION
FRAMEWORK BOOKLET

HOW TO USE THIS BOOKLET

We have developed this booklet to support teachers, careers advisors and staff in empowering young people to make informed choices about their future.

It contains an overview of various content, learning objectives and outcomes to enable you to book sessions which suit your school/college requirements. We have matched our activities with the Gatsby Benchmark criteria allowing you to map our offering to your Careers or Enrichment programme.



WE ARE THE UNIVERSITY OF WESTMINSTER

Our story began as the first polytechnic in London and one of the first in the UK, established over 180 years ago to educate the working people of London. We are a place for pioneers where discoveries are made, barriers are broken, diversity is celebrated, and everyone is welcome.

At the University of Westminster, we are committed to our mission: 'to help students and colleagues from different backgrounds fulfil their potential and contribute to a more sustainable, equitable and healthier society' which is reflected in the work we do.

OUR VALUES SUPPORT THIS MISSION:

PROGRESSIVE

We look forwards, anticipate what's changing, and embrace the new with energy and imagination.

COMPASSIONATE

We are thoughtful and sensitive, supportive and encouraging, making time to talk, especially when the pressure is on. As a university, we are inclusive and united, careful to consider what enables each and every one of us to play our part.

RESPONSIBLE

Individually and collectively, we take responsibility for our actions, work to the highest ethical standards and help each other to do the right thing always.

OUR ACADEMIC COLLEGES AND SCHOOLS:

College of Design, Creative and Digital Industries

- School of Architecture and Cities
- School of Computer Science and Engineering
- Westminster School of Arts
- Westminster School of Media and Communications

College of Liberal Arts and Sciences

- School of Humanities
- School of Life Sciences
- School of Social Sciences
- Westminster Law School

Westminster Business School

- School of Applied Management
- School of Finance and Accounting
- School of Management and Marketing
- School of Organisations, Economy and Society

UK STUDENT RECRUITMENT AND OUTREACH TEAM

We are here to help you support your students considering higher education or who are interested in studying at the University of Westminster through a range of services for teachers, advisers, tutors and curriculum staff.

This includes:

- Subject-specific insight days and presentations
- On-campus visits and interactive workshops
- Higher education advice and guidance
- Higher education fairs e.g., UCAS
- University open days
- Summer Schools
- School and college visits in-person or virtual
- Student Ambassadors and more!

Our activities are available throughout the academic school year across one of our four campuses or in school and community spaces.

LONDON IS OUR CAMPUS:

REGENT



CAVENDISH



MARYLEBONE



HARROW



HOW TO BOOK?

GROUP BOOKINGS:

1. You can get in touch with our team via email: outreach@westminster.ac.uk
2. Decide which activity or activities you would like to book and provide the following details:
 - a. Name of activity
 - b. Preferred dates and times
 - c. The number of people in the group
 - d. School/college and year group
 - e. Location – on our campus or at your school/college site
 - f. Accessibility – how can we accommodate additional needs, if any?

NOTE: the team works on a 4-5-week turnaround in planning events so booking well in advance is recommended to avoid disappointment. Last-minute requests may not be possible due to several factors such as room bookings or staff availability, but we will do our best to accommodate where possible.

3. Once we receive this information, we will either confirm the booking or discuss alternative dates/details.
4. When a booking is confirmed, we will send a short data collection form for each attendee to complete. All data forms must be returned for each attendee prior to the activity date.
5. At least 2 weeks before the activity is due to commence, we will forward further details.

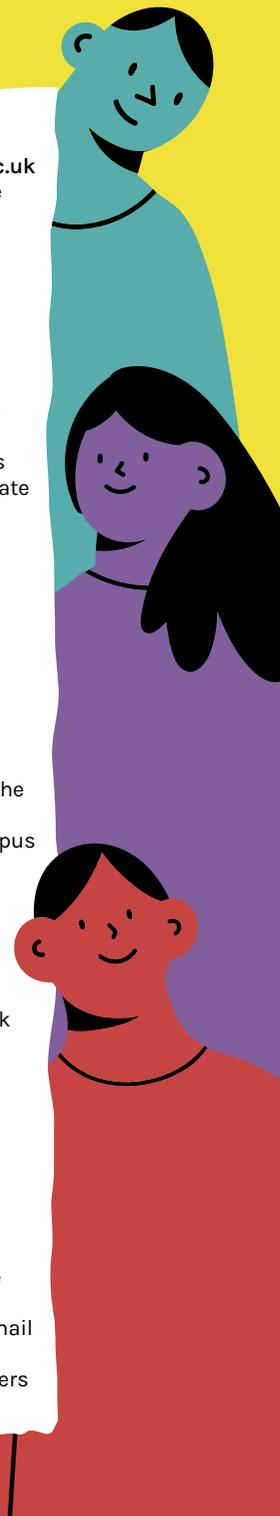
CANCELLATION: Due to the high demand for our activities on campus, the team places significant time and effort into the organisation of events. Consequently, groups that cancel with less than a one-week notice prior to the scheduled event or arrive with a significantly reduced number of attendees compared to the initial agreement may not be invited to take part in on-campus group activities. We appreciate your understanding and cooperation on this matter, as it enables us to better accommodate numerous requests and continue providing excellent support for your students.

INDIVIDUAL BOOKINGS:

Throughout the year, we host a series of events which allow students to book independently to attend. For example, we run several taster sessions, open days, subject-specific programmes, summer schools and more which do not require a group booking. Students who are interested in taking part are welcome to enquire directly via email, however, we regularly update our website when events are finalised.

Students can visit [westminster.ac.uk/study/open-days-and-events](https://www.westminster.ac.uk/study/open-days-and-events) to explore events we are running across the academic year.

1. Students can choose an activity they are interested in – subject to meeting the eligibility criteria which can be found on the events page website alongside more information for registration.
2. Register your interest via the form attached to the event or directly email outreach@westminster.ac.uk
3. We will confirm individual bookings, send further details and reminders via email.



INTRODUCTION TO HIGHER EDUCATION

PRESENTATION:

OVERVIEW OF SESSION

When students leave school or college, knowing what to do next can feel quite overwhelming. There are many options such as going down the apprenticeship route to develop skills and experience, choosing paid employment, or entering into HE.

Introduction to HE serves as an initial presentation to provide students with information about what HE is, and the different options and opportunities available to them after completing GCSEs, A levels or BTEC/T Levels. Furthermore, it provides an overview of HE, including suggestions to help students with decision making, information about university qualifications, and things to consider when choosing a university course.

LEARNING OBJECTIVES

- Students will be able to link their level 2/3 subject knowledge to university subject areas
- Students will understand the connections between pre-university education study, HE, and career paths
- Summary of Student Finance

LEARNING OUTCOMES

- Understand what HE is
- Understand how level 2/3 study links to HE and career paths
- Confidence to progress to HE
- Jargon buster for help with some of the perplexing words and expressions used within HE
- Students will understand the different funding options available to help towards tuition fees and living cost



WORKSHOP:

OVERVIEW OF SESSION

The Introduction to HE worksheet will be used to review what students have learnt about HE.

Task 1 in the worksheet will see how much students know about HE university qualifications. Task 2 will recap what students have learnt about why go to university and, task 3 is about researching into what university might look like for students.

LEARNING OBJECTIVES

- Students to start thinking about the reasons and benefits of going to university
- Raise the aspirations and attitudes of students to consider HE

LEARNING OUTCOMES

- Identify the different university qualifications available and understand what they mean
- Know how to choose a university and a course
- Understanding the role of Student Finance

**GATSBY BENCHMARKS:
THE INTRODUCTION TO HIGHER EDUCATION SESSIONS WORK IN LINE WITH
GATSBY BENCHMARKS 1, 2, 3 AND 7**

INTRODUCTION TO THE UNIVERSITY OF WESTMINSTER

PRESENTATION:

OVERVIEW OF SESSION

The UoW is one of the most diverse and international universities in the UK. Over 5,000 students from more than 150 countries attend the university.

The Introduction to UoW serves as a presentation to provide students with more information about the UoW and why they should consider studying here. The presentation content focusses on information about the history of the UoW, the various campuses at Marylebone, Cavendish, Regent and Harrow, accommodation options, degrees on offer from our respective Schools and Colleges, student life and experience, facilities and labs, Student Support Services, and bursaries and other funding opportunities.

LEARNING OBJECTIVES

- For students to understand the benefits of studying at the UoW
- To highlight the range of support services available to them at UoW
- Give students an overview of the UoW in comparison to other universities they may want to consider applying to

LEARNING OUTCOMES

- Students will be able to identify the benefits of attending UoW
- Increase awareness of the various bursaries and scholarships available at UoW
- Build students confidence to apply to UoW (or take up HE)
- Understand the different entry requirements for courses at UoW



WORKSHOP:

OVERVIEW OF SESSION

If attending this session on one of our campuses, the workshop will consist of a campus tour to provide students with an opportunity to see our great teaching spaces, facilities, and labs, learn more about the university, and get a taste of what it is like to study at UoW. We have four main campuses across central London and Harrow. All of them home to different subject areas. These tours are led by current students and allow visitors to ask questions and learn more about study and life at the UoW.

LEARNING OBJECTIVES

- Helping students with decision-making
- Providing students with an understanding of student life

LEARNING OUTCOMES

- Give students an understanding of university life
- Students understand information on support services at university and how to access them

**GATSBY BENCHMARKS:
THE INTRODUCTION TO THE UNIVERSITY OF WESTMINSTER SESSIONS
WORK IN LINE WITH GATSBY BENCHMARKS 1, 2 AND 7**



CHOOSING YOUR COURSE

PRESENTATION:

OVERVIEW OF SESSION

With thousands of different undergraduate degrees available in many universities in the UK, choosing a degree or a university may seem like a difficult task. Choosing Your Course is a presentation/workshop that allows students to explore the different courses in HE, how to go about choosing them, and identify which university to go to.

The Choosing Your Course presentation offers tips on what students should consider when deciding which degree subject or university to apply for, to help students narrow down their options. It will prompt students to begin thinking about what they wish to study in the future.

LEARNING OBJECTIVES

- Provide students with an understanding of the resources available to them when choosing a course, explaining the benefits of those resources
- Help student to be able to explain terms regarding HE courses with confidence
- Provide valuable support in signposting students to relevant information and impartial guidance about where to access additional information about HE options

LEARNING OUTCOMES

- Students will be able to identify their own decision-making criteria when choosing a course
- Students will understand the different HE routes by comparing courses from prospectuses



WORKSHOP:

OVERVIEW OF SESSION

A variety of career routes based on students' skills, traits and talents are identified by using the Holland Code. Students are encouraged to work together and think about future career options and reflect on how their skills, traits and talents can be linked to potential career paths.

LEARNING OBJECTIVES

- Students to start thinking about how their skills, traits and talents can link to HE and career goals
- Raise the aspirations and attitudes of students to consider HE

LEARNING OUTCOMES

- Identify the different career options and opportunities linked to skills, traits, and talents
- Know what to look for when choosing a university and a course

**GATSBY BENCHMARKS:
THE CHOOSING YOUR COURSE
SESSIONS WORK IN LINE
WITH GATSBY BENCHMARKS
1, 2, 3 AND 7**



ATTAINMENT

PRESENTATION:

OVERVIEW OF SESSION

Early interventions are crucial to widening HE participation. The Attainment presentation provides students with information, advice and guidance to support and help them make informed choices about education options. The presentation will look at factual evidence of the benefits of going to university and why students should consider it. In addition, it will look at apprenticeship opportunities for students wanting to explore this option.

Lastly, the presentation explains the role of education in future career paths as well as look at the various bursaries and scholarships available at university.

LEARNING OBJECTIVES

- Students will be able to identify the benefits of attending university
- Increase the awareness of the various bursaries and scholarships available at university
- Understand the different entry requirements of courses at university

LEARNING OUTCOMES

- Increased awareness of the reasons and benefits of going to university
- Influence aspirations and attitudes of students towards HE
- Foster a sense of belonging in HE

WORKSHOP:

OVERVIEW OF SESSION

Students will be given the opportunity to hear from student ambassadors telling their stories about their journeys into HE. The aim here is to give students some real-life examples of the importance of not giving up despite setbacks, challenges, or disappointments.

Students will be given campus tours to see our great teaching spaces, facilities, and labs, and get a taste of what it is like to be a student at university. These tours will be led by student ambassadors and allow visitors to ask questions and learn more about study and life at university.

LEARNING OBJECTIVES

- Help students with decision-making process about taking either the traditional route to university or the apprenticeship route
- Providing students with an understanding of student life at university

LEARNING OUTCOMES

- Give students a first-hand experience of what university is really like
- Give students beneficial information about support services at university and how to access them
- Influence aspirations and attitudes of students towards HE

**GATSBY BENCHMARKS:
THE ATTAINMENT SESSIONS
WORK IN LINE WITH GATSBY
BENCHMARKS 1, 2, 3 AND 7**



STUDENT FINANCE

PRESENTATION:

OVERVIEW OF SESSION

The presentation will explain the funding options available to students applying for higher education, primarily focusing on Student Finance England. It will highlight the process of applying for student loans, differences between types of loans available, repayment structures and interest rates. In addition to this, the presentation will explore extra funding options such as scholarships, bursaries, and grants, including how to find and apply for these options.

An overview of available support will be provided for care leavers, students with disabilities and independent adults.

LEARNING OBJECTIVES

- Awareness of key facts about Student Finance England in terms of what financial support is available, repayment structure and interest rates.
- Awareness and understanding of additional support such as bursaries, grant, and scholarships.
- Awareness of ways to supplement their financing options through part-time work (on-campus and locally).

LEARNING OUTCOMES

- Understand how students tend to finance their university education.
- Identify the difference between tuition fee and maintenance loans.
- Understand the process of repayment and interest rates on student loans.
- Identify the types of additional financial support available at university.
- How to apply to scholarships, bursaries or grants.

BUDGETING WORKSHOP:

OVERVIEW OF SESSION

This workshop will introduce students to the importance of budgeting. This workshop supplements the student finance presentation whereby students discuss their personal expenditure and spending habits. Students will engage in practical case studies, working in groups on interactive tasks throughout the session.

Advice on budgeting tips and how to be a savvy student will be provided.

LEARNING OBJECTIVES

- Identify personal expenditure and spending habits.
- Understand the importance of budgeting.
- Understand different fixed and variable costs.
- Learn to plan, prioritise and utilise all streams of income.
- Develop the ability to differentiate needs and wants.
- Apply learning to practical case studies.
- Identify ways to increase income through part-time work or additional financial support.

LEARNING OUTCOMES

- Understand the importance of budgeting
- Reflect on personal expenditure
- Understand personal annual spend at university
- Estimate personal budget for the academic year
- Identify fixed and variable costs
- Apply budgeting skills to practical examples.
- Explore alternative ways to increase income eg, part-time work or bursaries.

**GATSBY BENCHMARKS:
THE STUDENT FINANCE SESSIONS WORK IN LINE WITH GATSBY
BENCHMARKS 1, 2 AND 7**



APPLYING

PERSONAL STATEMENT PRESENTATION:

OVERVIEW OF SESSION

This presentation will showcase the importance of a personal statement as a key component of the UCAS application. It will provide the essential details that need to be included when writing a personal statement and demonstrate ways in which you can get started. We will highlight the common mistakes made by students, factors to consider or avoid and how to effectively balance writing about both academic and extra-curricular achievements.

LEARNING OBJECTIVES

- Understand the key components of a personal statement
- Understand the purpose of a personal statement
- How to start writing a personal statement
- Understand the structure of a personal statement
- Identify common mistakes made in a personal statement, including plagiarism.

LEARNING OUTCOMES

- Awareness of key components of a personal statement
- Increased confidence to start writing a personal statement using the ABC model
- Apply relevant transferable skills and experiences to university course.



PORTFOLIO REVIEWS AND INTERVIEWS PRESENTATION/WORKSHOP:

OVERVIEW OF SESSION

As part of the application process, students may be asked to provide a portfolio of their work. This is often requested by many creative and practical based courses such as Animation, Illustration, Photography, Architecture and more. The presentation will explore and highlight core components to include in the portfolio, including tips to stand out from the crowd. Alongside the portfolio review, interviews are commonly requested for similar courses. This workshop will explore the purpose and style of interviews, including practical applications on how to approach potential questions using the STAR technique and top tips for success.

LEARNING OBJECTIVES

- Understand the purpose of portfolios and interviews
- Awareness of core components of portfolios and interviews
- Able to apply the STAR technique to interview questions
- Understand the dos and don'ts of the portfolio and interview process

LEARNING OUTCOMES

- Be able to compile a portfolio of practical and creative work
- Understand what content is required in a portfolio
- Understand the interview stage of university applications
- Apply the STAR technique to any interview question

**GATSBY BENCHMARKS:
THE APPLYING SESSIONS WORK IN LINE WITH GATSBY BENCHMARKS
1, 2 AND 7**



ROUTES

PRESENTATION: "WHAT COURSE? WHAT UNI?"

OVERVIEW OF SESSION

This presentation, aimed at learners beginning on Level 3 courses before they enter the UCAS cycle, will empower and inform applicants as they begin to make their own choices when it comes to Higher Education, primarily focussing on choosing Undergraduate courses at Higher Education Institutions. In future this intervention will serve as a final stage in an interventions package which follows learners through all Key Stages.

This presentation will highlight the common misconceptions which blight decision making (such as peer pressure) and prompt learners to begin considering their own needs for Higher Education. This presentation will also introduce learners to key resources which can provide structure and preparation for making their applications.

Learners will be given the opportunity to hear from current Westminster students as real-life examples of the importance of preparing and making informed choices at this early stage, in order to understand the benefits to personal development which come from engaging with H.E. in an environment most closely aligned to their goals and needs. This could also add benefit to students who may reflect and choose to take a different post-18 path.

LEARNING OBJECTIVES

- To develop an understanding of key requirements for different pathways and the importance this holds in individual aspirations
- To develop awareness of resources available to assist with shortlisting options and HEIs and pathway choice

LEARNING OUTCOMES

- Learners will reflect on their goals and aspirations and begin to understand the benefits of different post-18 pathways
- Learners will identify actions they can take which will benefit their future





WORKSHOP: "WHAT COURSE? WHAT UNI?"

OVERVIEW OF SESSION

This workshop will give Level 3 learners the opportunity to begin exploring the opportunities open to them and prompt learners to begin considering their own needs for Higher Education.

Learners will be presented with the research tools available to them and given time in a supported environment to begin making links between their goals and skillsets and the pathways open to them.

They will be asked to use these tools to answer a range of questions that align with their goals and skillsets and begin to rank and shortlist options for themselves.

LEARNING OBJECTIVES

- To develop awareness of resources available to assist with shortlisting options and HEIs and pathway choice
- To understand the importance of researching your options before you submit your UCAS application or undertake an apprenticeship

LEARNING OUTCOMES

- Learners can begin researching these pathways and make personalised decisions about which to pursue
- To understand the importance of researching your options before you submit your UCAS application or undertake an apprenticeship
- Learners will be able to identify where their skillsets and aspirations align within different post-18 pathways
- Learners will identify actions they can take which will benefit their plans



**GATSBY BENCHMARKS:
THE ROUTES SESSIONS WORK IN
LINE WITH GATSBY BENCHMARKS
4, 7 AND 8**

TRANSITION

PRESENTATION:

OVERVIEW OF SESSION

This presentation helps learners to recognise their own resilience and feel confident that they are capable to manage the transition from sixth form/college to HE. Learners will receive relevant and practical information about the transition to HE. They will be able to identify concerns and begin to create a pre-departure plan.

This presentation can be adapted to any stage of the UCAS cycle.

LEARNING OBJECTIVES

- Provide learners with an insight into student life
- Encourage learners to adopt 'pre-departure' strategies, such as, research and building a support network
- Identify common concerns and techniques for managing the transition to HE

LEARNING OUTCOMES

- Students will begin to develop a pre-departure strategy for HE
- Students will be able to research HE choices to help alleviate concerns
- Learners will know how to find out where to access support at university



SOCIETIES WORKSHOP:

OVERVIEW OF SESSION

Societies are a brilliant place for university students to feel accepted and meet like-minded peers. In the Societies Workshop, learners will be introduced to what a society is, how societies are formed, who runs them and how they can become part of them. This will be delivered as a practical workshop, where students will work collaboratively to create their own student society.

This will demystify the Students Union and societies for students. Societies are an important social option, especially if students do not find friends within their immediate course or halls groups. Equipping learners with a knowledge of societies will allow them to join earlier on in the term and break down anxiety surrounding joining university.

LEARNING OBJECTIVES

- Introduce learners to the Students Union and societies and inform them of how they can get involved
- Reassure learners of the wide breadth of societies on offer and that there is one for everyone

LEARNING OUTCOMES

- Students will develop an understanding of how societies can benefit them both socially and academically
- Students will be able to incorporate societies into their research when preparing their university departure plan
- Students will work in groups to come up with their own idea for a student society that they would like to join

**GATSBY BENCHMARKS:
THE TRANSITION SESSIONS WORK IN LINE WITH GATSBY BENCHMARKS
3, 7 AND 8**



A GLOBAL UNIVERSITY WITH LONDON ENERGY

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 I'M RECYCLABLE!

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