

Student Shadowing Scheme



Purpose

The Student Shadowing Scheme is being reintroduced on a pilot basis following requests from outreach priority schools for individual students, with subject specific interests, to come on to campus, meet current students and find out more about studying at university.

UEA organise a number of Open Days as well as a sixth form conference for students to come on to campus. For the vast majority of students these are a fantastic way to find out more about studying at UEA and the student experience. However, we are aware that for some students, these days with large volumes of students can be intimidating and overwhelming.

In recognition of this, we are piloting a Student Shadowing Scheme for individuals who would struggle to attend our large scale information events, but who are interested in studying a degree at UEA. By facilitating an opportunity for them to come on to campus and meet with current students in a small group setting or on a 1-2-1 basis we hope to be able to answer their questions to help them make an informed decision about university. The Student Shadowing Scheme also welcomes a parent/carer to visit the campus with the student to find out more and ask any questions they may have.

Outcomes

At the end of their student shadowing we hope all school/college students will:

- ✦ Have experienced university teaching in their subject of interest.
- ✦ Know more about the support available to those studying at university.
- ✦ Have had the chance to talk to current students studying the subject they are interested in.
- ✦ Know more about campus life and the opportunities it presents.
- ✦ Reflect on a positive experience of UEA.
- ✦ Know more about studying their subject of interest at university.

Eligibility

Students must be at least one of the following:

- ✦ Eligible for/receive free school meals/pupil premium
- ✦ A Looked after Child/ been in local authority care
- ✦ Live in an identified area of deprivation or with low progression to university (POLAR 1 and 2).
- ✦ The first generation of their family to enter Higher Education (siblings may have attended but neither parent)

- ✦ Have a disability as defined by University and Colleges Admissions Service (UCAS). More detail of this is given in the application form.

In addition:

- ✦ Students must be in Years 11-13 (Year 13 only prior to submitting their UCAS application).
- ✦ UEA must offer a course in the subject area that the student wants to study.
- ✦ Students must have achieved, or be on track to achieve 5 GCSE's grade A-C and 3 A Level's, or a Level 3 equivalent at grade C or above.
- ✦ The visit must run during the school/ college day.
- ✦ School/ college must arrange and pay for transport for their students to get to and from the university. Please note a Travel Fund does exist to support students who meet certain criteria, for further information please email S.Hiskey@uea.ac.uk.

Example Visit Programme (10am-1pm):

- ✦ Visitors will be met by a member of the UEA Outreach team and student ambassador(s) at an agreed meeting point.
- ✦ Outreach team member will introduce themselves and ambassador(s) to the visitor(s).
- ✦ Student ambassador(s) to take the visitor(s) on a campus tour.
- ✦ Student ambassador(s) to escort visitor(s) to an academic session/lecture for the course the visiting student is considering studying. Wherever possible this will be a Year 1 lecture.
- ✦ Lunch in student café (not funded by UEA)
- ✦ Evaluation form complete.
- ✦ Student ambassador(s) to escort visitor(s) back to meeting point for return transport to school/home.

For more information please call Sian Hiskey on 01603 593919.

The Student Shadowing Scheme Pledge

UEA will

- ✦ Recruit DBS checked student ambassador(s) to act as guides for the visit, ensuring at least one of them is studying the subject the school pupil would like to study.
- ✦ Support student ambassador(s) to liaise with academic staff to ensure they are aware and happy for school pupils to attend their lecture/ seminar.
- ✦ Ensure one member of the outreach team and ambassador(s) meet the visitor(s) at an agreed drop off point.
- ✦ Ensure the outreach team broker introductions between the visitor(s) and ambassador(s).

- ✦ Ensure the visitor(s) is returned to their pick up point at the correct time at the end of their visit.
- ✦ Collect feedback from the visitor(s) to help us evaluate the student shadowing scheme.

Schools will:

- ✦ Assign a member of staff to be a consistent point of contact for the planning of their student's visit.
- ✦ Complete the Student Shadowing Referral Form for each visit
- ✦ Liaise with parents/ guardians to obtain consent for their child/ ward to take part in the scheme.
- ✦ Arrange and pay for transport for their students to get to and from the University of East Anglia. Please note application to support travel may be made through the UEA Travel Fund. For further information please contact S.Hiskey@uea.ac.uk.
- ✦ Only refer those students who are seriously considering studying their chosen subject at university, and who have the ability to obtain the A-Level results to study their course of choice at UEA (For information on course entry requirements please visit www.uea.ac.uk). The maximum number of students we can host on any student shadowing experience is three.

Please complete the referral form on the following page.

Student Shadowing Scheme Referral Form

(to be completed by School/ Sixth Form/College
or Academy staff)



Thank you for your interest in supporting your student(s) to undertake a student shadowing experience at the University of East Anglia. Please be aware this is a pilot programme and we ask that you only refer those individuals with a genuine desire to attend university and who have ability to achieve the grades needed to study their subject of choice at UEA.

Please fill in the form below and return to: outreach@uea.ac.uk or post to: Outreach team, Recruitment and Outreach, LSB 1.120, University of East Anglia, Norwich Research Park, Norwich, NR4 7TJ

Student name:

Student year group:

Student home postcode:

Student school/college:

Gender:

Predicted grades:

School/college contact name:

email:

telephone:

Eligibility criteria (please tick all that apply):

Students must be at least one of the following:

Eligible for/receive free school meals/pupil premium

A Looked after Child/ been in local authority care

Live in an identified area of deprivation or with low progression to university.

The first generation of their family to enter Higher Education (siblings may have attended but neither parent)

Have a disability as defined by University and Colleges Admissions Service (UCAS) please indicate which of the following apply:

- Student has social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- Student is blind or has a serious visual impairment uncorrected by glasses
- Student is deaf or has a serious hearing impairment
- Student has a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

- Student has a mental health condition, such as depression, schizophrenia or anxiety disorder
- Student has a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- Student has a physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
- Student has a disability, impairment or medical condition that is not listed above

In addition:

Are all students in Years 11-13 (Year 13 only prior to submitting their UCAS application)?

Does UEA offer the course that the student wants to study?

Are all attendees on track to achieve the UEA entry requirements for the course they are interested in studying?

Will the visit must run during the school/ college day?

Will the school/ college arrange and pay for transport for their students to get to and from the university?

Subjects currently studying

Subject(s) interested in studying in Higher Education

Parental/Guardian consent obtained for student to take part in student shadowing scheme?

YES NO

Will a Parent/Carer be attending?

YES NO

If yes, please provide name of Parent/Carer:

Ideal dates to visit:

Signed:

Date:

Name:

Data collected from this form will be subject to the Data Protection Act. The information you provide will be held by the University of East Anglia to facilitate a Student Shadowing experience. It may also be used to contact your

school or sixth form with further information about our University and for reporting purposes. If you no longer wish to receive information about the University, then you may contact us to ask to be removed from our mailing lists.