Post-16 Discover Outreach Programme
Guidance for Schools on the Application Process

Introduction
The University of Sheffield’s Post-16 sustained outreach programme is designed to raise awareness of Higher Education as well as the aspirations of the participants over the two-year period between Year 12 and Year 13. The programme and pathways are for students who meet specific Academic and Widening Participation (WP) criteria from state schools within South Yorkshire and the surrounding region. Each pathway aims to help every young person in the cohort discover that university is within their grasp and support them to make considered and informed choices. This document provides information about WP target groups and our selection criteria. It also explains the application process and what you will need to do to submit applications on behalf of your students. Please note that there is a separate online application process for Realising Opportunities (RO) as this is a national programme.

Summary of Application Process

Pre-Sept 2018
Your school/college should have already registered with our Outreach Online System and designated one member of staff as the Programme Contact for the Discover programme (please contact us with any queries relating to this).

Sept 2018
Programme Contact receives guidance document by email and Discover programme leaflets by post.

Programme Contact selects suitable students based on academic and widening participation criteria detailed in this guidance document (see page 2), and provides them with the relevant Discover pathway leaflet. Please note, schools should only select a maximum of 5 students to apply to SOAMS (Sheffield’s Outreach and Access to Medicine Scheme).

Once applications open on Monday 17th September, Programme Contact provides link to Post 16 webpage and videos and link to online application form to those selected students who wish to apply.

Students ‘sign-up’ to the online application system and complete the Student Application Form (see page 3), with the support of a parent/carer/teacher.

Oct & Nov 2018
Programme Contact signs in to the online application system to review the student application and completes the School Supporting Statement form (see page 5).

All completed applications (comprising both Student Application Form and School Supporting Statement) must be on the system by Friday 2nd November.

Dec 2018
Completed applications are reviewed by the Outreach team.

All applicants, parents/carers and schools are informed of the outcome of applications before Christmas.
Who can participate in our Post-16 Sustained Programmes?

It is important for us to demonstrate that we are supporting young people who will benefit most from our activities. This is one of the conditions of the programme funding, under the University’s Access and Participation Plan.

1. **Academic Criteria**

In targeting the young people in your school for the Discover programme you should also ensure that they demonstrate the potential to enter Higher Education and the University of Sheffield. We therefore ask that you only select students who meet the academic criteria for their chosen pathway.

<table>
<thead>
<tr>
<th>Discover Pathway</th>
<th>A Level (or equivalent) requirements</th>
<th>GCSE requirement</th>
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<tbody>
<tr>
<td><strong>ADOPT</strong></td>
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<tr>
<td>Bachelor of Dental Surgery (BDS) route -</td>
<td><strong>A Level (or equivalent) requirements</strong></td>
<td><strong>GCSE requirement</strong></td>
</tr>
<tr>
<td></td>
<td>• Studying at least 3 A-levels including Biology / Human Biology and Chemistry</td>
<td>Min. 5 grade 9-6, plus a minimum of grade 4 in English, Maths &amp; Science subjects if not already included.</td>
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<tr>
<td>Dental Hygiene/Dental Therapy (H&amp;T) route -</td>
<td><strong>A Level (or equivalent) requirements</strong></td>
<td><strong>GCSE requirement</strong></td>
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<tr>
<td></td>
<td>• Studying at least 2 A-levels including at least one science - preferably biology</td>
<td>Min. 5 grade 9-6, plus a minimum of grade 4 in English if not already included.</td>
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<tr>
<td>If other qualifications are being studied, refer to the programme contact to discuss.</td>
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| Discover Arts & Humanities | Studying at least 3 A-level or equivalent qualifications - at least 2 should be on the University’s acceptable subject list. | Min. 5 grade 9-6, plus a minimum of grade 4 in English if not already included. |

| Discover Law | Studying at least 3 A-level or equivalent qualifications - at least 2 should be on the University’s acceptable subject list. | Min. 5 grade 9-6, plus a minimum of grade 4 in English if not already included. |

| Discover Social Sciences | Studying at least 3 A-level or equivalent qualifications - at least 2 should be on the University’s acceptable subject list. | Min. 5 grade 9-6, plus a minimum of grade 4 in English and Maths if not already included. |

| Please note: Psychology is not included on this pathway as it is included in Discover STEM. |

| Discover STEM | Studying at least 3 A-levels must include Maths and a Science subject OR two Science subjects | Min. 5 grade 9-6, plus a minimum of grade 4 in English if not already included. Must have grade 6 in Maths and Science. |

| SOAMS | Studying at least 3 A-levels to include Chemistry or Biology and another science subject. The combination of Chemistry and Biology is acceptable. | Min. 5 grade 9-6, plus a minimum of grade 4 in English, Maths & Science subjects if not already included. |

| • Other accepted science subjects are Physics & Psychology. | |
| • EPQ and General Studies A Level are not acceptable as stand-alone qualifications. | |
| • Further Maths (with Maths A Level) and Critical Thinking will not be counted by the Medical School as stand-alone A Levels. | |
As part of these criteria, the University may use a postcode analysis tool to assess levels of deprivation and HE participation based on home postcode. e.g. Indices of Multiple Deprivation (IMD) and Participation of Local Areas (POLAR), which measures the progression rates to Higher Education from specified postcode areas. You may find it helpful when targeting students to check if their postcode falls within quintile 1 for the POLAR 3 young participation measure, by entering their postcode into the following online tool: https://www.officeforstudents.org.uk/data-and-analysis/postcode-search/

2. WP Criteria

Essential:
- Attend a state school
- Are the first generation of their family to enter Higher Education (it is acceptable to have siblings who have already progressed to HE, or parents who attended HE as a mature student)

Then priority will be given to:
- Students from areas of Low Participation in Higher Education
- Looked After Child / Young Adult Carers
- Students with a declared a disability
- Students from ethnic/gender/socio-economic groups which are currently under-represented within HE

Each application will be considered on a case-by-case basis. Any exceptional circumstances stated by the student and/or the school, such as family upheaval or disrupted schooling, will provide additional context to applications.

* As part of these criteria, the University may use a postcode analysis tool to assess levels of deprivation and HE participation based on home postcode. e.g. Indices of Multiple Deprivation (IMD) and Participation of Local Areas (POLAR), which measures the progression rates to Higher Education from specified postcode areas. You may find it helpful when targeting students to check if their postcode falls within quintile 1 for the POLAR 3 young participation measure, by entering their postcode into the following online tool: https://www.officeforstudents.org.uk/data-and-analysis/postcode-search/

What to do now

<table>
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<tr>
<th>Key Dates for Discover Post 16 Schemes</th>
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<tbody>
<tr>
<td>Applications Open</td>
<td>Monday 17th September</td>
</tr>
<tr>
<td>Applications Closed</td>
<td>Friday 2nd November – all student applications with school supporting statements <strong>MUST</strong> be on the system by this date.</td>
</tr>
<tr>
<td>Teachers and students notified of outcome</td>
<td>Before Christmas</td>
</tr>
</tbody>
</table>

- Select students for the programme based upon the Academic and WP criteria detailed earlier and explain the programme to them. Please contact us if you require further advice.
- Provide applicants with the Discover web address and direct to the videos. Utilise the leaflets we provided. We send 1 of each pathway to the Programme contact in each registered school and digital copies are available online. Please ensure that any deadlines for students to complete their online form then allows you the time to complete the online School Supporting Statement for each student and submit the completed applications to the University no later than Friday 2nd November.
- When one of your targeted students would like to make an application, provide them with a link to the online application form https://outreach.shef.ac.uk/
Through this link students will be asked to ‘Sign Up’. To do this they will need an email address, the school name, their full name and their date of birth. They will also need to choose a password that they can remember. An email like the one below will be sent to their email address from heat@sheffield.ac.uk

Dear Adam,

Thank you for applying to participate in the University of Sheffield Outreach and Widening Participation Programme. Before you can continue with your application, please click the following link to confirm your email address:

Confirm your email address

When they click on Confirm your email address, it will take them to the Discover programme on-line application system ‘Student Sign In’ page. They need to sign in with their email address and password. It will then continue onto ‘My Application’, where they can start their application to their chosen programme.

Completing the Student Application Form

The ‘Student Application Form’ should be completed by the student who is applying, together with either a parent/carer/teacher.

While completing the application, students can get help by using the ? icon at the side of questions. Students will need the following information to complete the application:

- Parent/carer history of attending Higher Education (if student lives with parents)
- Parent/carer contact details
- Parent/carer current or most recent job title
- Contact details for an additional emergency contact

It is possible to save the application after each section in case they do not have the information required immediately available. They can then complete the application at a later stage.

Important information about the Student Application Form:

**Eligibility:** We ask questions about a student’s family attendance at University and questions about citizenship as these are pre-requisites for some of our programmes. Please answer each question as fully as you can. Students **must** be in the first generation of their family to enter Higher Education. Brothers and sisters may already be participating in HE. If parents have been to university but as mature students, we may still consider an application, assuming all other criteria are met.

**Pathway:** Students select the pathway they wish to participate in.

**Personal Details:** We need to collect personal details to ensure that we have contact information for the student and to ensure we accept applicants onto our programmes who meet our Widening Participation criteria.

**Qualifications:** We collect information on students’ academic achievement to ensure that they are eligible for participation in our programmes.

**Your Future:** The questions in this section give us an idea of a students’ intention towards further study.

**Personal Statements:** This is where a student can tell us more about themselves and why they would like to be on the programme.

**Emergency Contacts:** We collect emergency contact information at this stage in case they are successful in their application to the programme.

**Medical Details:** This is where a student can detail any conditions requiring medical treatment, allergies or other requirements.
**Code of Conduct:** This section outlines our expectations of students on our programmes and asks that they agree to a Code of Conduct.

**Consent:** This section allows participants to choose how we use their data.

**Summary:** This section allows them to review and edit their application one last time before they submit it.

When a student submits their application, they will receive a confirmation email, and the application will then appear in the school Programme Contacts ‘Submitted Applications’ section of the online application system.

**Completing the School Supporting Statement**

Before submission to the University Outreach team, the assigned ‘Programme Contact’ for the school needs to review applications and provide supporting information for each student. To do this, the assigned Programme Contact should sign into the online application system.

The Programme Contact will then be able to view the student applications that have been submitted to them, and provide the supporting statement for each student individually.
After selecting ‘Provide supporting statement’ the Programme Contact will be taken to review the Applicant Details. 

The Programme Contact should check the details provided by the applicant, ensure that they are correct, and use the free text boxes to provide the additional information required.

If there are other circumstances that warrant consideration, please record these in the supporting statement. We ask you to provide information that may help us to understand more about the young person’s background and why they would particularly benefit from participating in our Discover programme. This may be, for example, that the applicant has had family upheaval, or that the applicant has had illness which has affected their studies. We appreciate that this information may be sensitive but all such information will remain confidential.

The Programme Contact should ensure the applicant’s home postcode has been completed correctly as the University will use postcode information to identify if the applicant lives in a Low Participation Neighbourhood (LPN) or an area of multiple deprivation (based on Indices of Multiple Deprivation-IMD).

Once the Applicant Details have been completed, the Programme Contact should ‘Save and continue’.
The Programme Contact will need to confirm the applicant’s qualifications, make any amendments and confirm that the applicant meets the academic criteria for the programme which they have applied for (see page 2). This will ensure the students we accept on the programme have the academic potential to succeed in Higher Education and at the University of Sheffield.

The Programme Contact is then asked to confirm that the details provided are correct and that the school is committed to supporting the participant by allowing them time off from school to participate in the programme, if selected.
The summary page allows the Programme Contact the opportunity to check that the information they have provided is correct and edit as needed. The Programme Contact will then submit the supporting statement by pressing the purple ‘Submit’ button. This application will then be removed from the teacher view.

Once submitted, the Programme Contact will be returned to the ‘Submitted Applications’ screen to review the other applications that are waiting to be submitted.

**What happens next?**

Once the School Supporting Statement has been submitted by the Programme Contact, each student’s application will be reviewed by the Outreach team to determine whether they can be accepted onto the programme. SOAMS and ADOPT interview eligible students before making acceptance decisions. We use the academic and widening participation criteria in combination to select participants for the outreach programmes we run at the University of Sheffield. However, please note that meeting some, or all, of these criteria will not guarantee applicants a place on any given outreach programme. Also, successful completion of the programme will not in itself guarantee a place to study at the University of Sheffield. The University...
may make an offer to candidates who have fully and successfully completed an outreach programme but
gaining a place to study at the University will ultimately be subject to candidates satisfactorily meeting all
offer conditions.

In common with other UK universities, the University of Sheffield charges different tuition fees for
undergraduate programmes depending on whether students are classed as ‘Home’ (UK/EU) or ‘Overseas’
for fee purposes. Our outreach programmes are designed for Home students, but we are able to accept
overseas students who meet our widening participation criteria. However, please be aware that if outreach
scheme participants subsequently apply to study at the University there will be a formal fee status
assessment, as for all applicants. If these applicants do not meet the criteria for Home fee status this would
result in them being classed as an overseas student and being charged the overseas fee. Participation in our
outreach programme will not influence a future fee status assessment.

Data Protection

The data collected in both the School Supporting Statement and the Student’s Application Form will be
processed by the University of Sheffield in accordance with the General Data Protection Regulation and
Data Protection Act 2018, as well as all legislation enacted in the UK in respect of the protection of personal
data (“Data Protection Legislation”), and held for as long as we need this information.

For research, monitoring and evaluation purposes only, your data may also be shared with appropriate third
party organisations such as the Office for Students, Higher Education Statistics Agency and our partners
including Higher Education Access Tracker Service subscribers. We will not release data to anyone who is
unauthorised. Under the General Data Protection Regulation and Data Protection Act 2018 individuals have
the right to a copy of the data held about them by us.

If they/you would like a copy of the data they/you have supplied to us, they/you would need to contact
heat@sheffield.ac.uk. By submitting the application, they/you are consenting to the use of personal data as
outlined above. Individuals can find out more about why we collect personal data on our website:
https://www.sheffield.ac.uk/outreach/data

Further information

If you require any clarification on whether an individual student meets the selection criteria or if you would
like us to supply publications in an alternative format then please get in touch with the Outreach Team using
outreach@sheffield.ac.uk

More general information on opportunities for students and teachers can be found by visiting the
University of Sheffield’s webpages for schools and colleges: www.sheffield.ac.uk/schools

If you have any queries relating to the online application form, please contact heat@sheffield.ac.uk

If you have any other queries you can contact the University of Sheffield Outreach and Widening Participation
team by email: outreach@sheffield.ac.uk

By telephone:
0114 222 1027

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