

## Provider Information Pack 2008/2009



We are very pleased that you are working with Aimhigher to provide Higher Education related activity and progression. It is important for this programme that all participants understand why they are participating in specific activities and that they know they are taking part in an Aimhigher activity.

We request that the person leading the activity contextualises Aimhigher in one or more of the following ways:

- **at the beginning of the session** – identify activity as an Aimhigher activity & explain why students have been selected to take part. You may wish to use the short Aimhigher presentations which are included in this pack [Annex A]
- **during the session** - make links between the event and building aspiration and achievement
- **at the end** - give examples of possible progression

The key concept of the Aimhigher programme is to encourage more young people to apply for university by having achieved the appropriate entry qualifications. We hope you find this handbook provides a useful checklist when preparing for your activity.

Director, Aimhigher Surrey

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### The Objectives of Aimhigher

To raise aspirations and attainment to enter HE among young people in schools, further education and workplace learning who are from low income families and under-represented groups\*

### Aimhigher Cohort

It is important to ensure that students participating in an activity meet the Aimhigher criteria. Network co-ordinators and Aimhigher Officers will help **identify these students who will:**

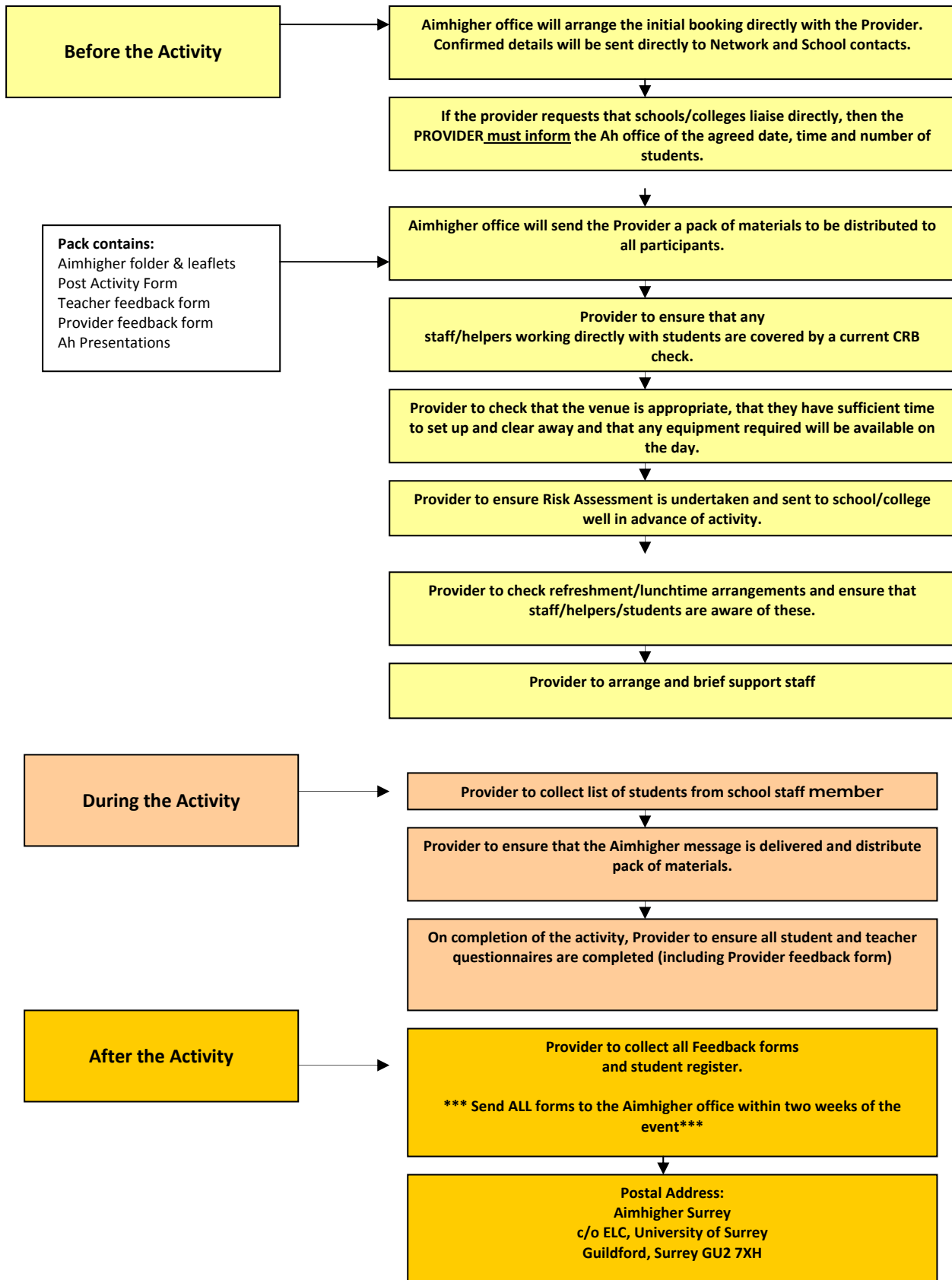
- ◆ Be capable students who have the ability to achieve at higher education level
- ◆ Come from low income families and under represented groups\*
- ◆ Have no immediate family history of higher level or university education
- ◆ From 2007, the Higher Education Funding Council [*provides Aimhigher funding*] has asked Aimhigher to use NS-SEC Occupational Classifications in identifying Ah students. For further details, go to [www.aimhigher.ac.uk/sites/practitioner/resources/Targeting%20Disadvantaged%](http://www.aimhigher.ac.uk/sites/practitioner/resources/Targeting%20Disadvantaged%20Students)

### Monitoring and Evaluation

The Aimhigher programme needs to monitor the impact and effectiveness of Aimhigher activity. Gaining feedback from Aimhigher students and tracking their progress is an important part of ensuring that Aimhigher activities are properly focussed. We ask for your support with data collection, gathering feedback and highlighting individual case studies.

*\* includes students with disabilities, children in care & care leavers, British Minority Ethnic*

## Aimhigher Provider Checklist



## The Aimhigher Message

It is important that your students understand what the Aimhigher activity is trying to achieve in terms of:

- Motivating them to improve GCSE grades
- Encouraging them to continue academic or vocational education post 16
- Helping them find out about what careers and progression to HE is available

We would ask you to contextualise Aimhigher for students before an activity; Aimhigher provides a range of opportunities to encourage students to raise their aspirations and to achieve better grades – both of which will motivate them to move on to higher education.

Let the students know why they are involved in an Aimhigher activity.

**1. Why me?**

Students have been selected as having the academic ability to succeed at higher education level but there may also be a perceived barrier to their entry e.g. finance/debt/lack of confidence/no role models/no family history of HE.

**2. Why HE?**

People with HE Qualifications on average get better paid jobs. The country needs well qualified people with university education.

**3. What is HE?**

Not all higher education takes place in a university. It may be a HE course in a FEC, a specialist college e.g. teacher training, agricultural, performing arts etc or through distance learning such as the Open University.

Not all higher education is a 'degree'. HE includes, but is not restricted to;

- NVQ level 4
- HND
- Foundation Degrees

**4. How to get into HE?**

'A' levels are not the only entry route into HE. Students can access HE courses with a variety of qualifications and sometimes without any at all, but by taking some tests instead (take care explaining this bit!)

Students do not have to enter HE at 18 years old – they can enter at any age and it's never too late.

**5. What does HE cost?**

HE is not as expensive as everyone makes out. Funding and grants are available. Loan repayments start at £9 per month and then only once a graduate earns over £15,000 per annum. On balance, graduates earn £150,000 more than non-graduates over their working lifetime.

**6. What can be studied?**

There is a course for everyone, with over 500 HEIs and FECs offering over 75,000 HE courses!

Students don't have to leave home, they can study near home and work and learn at the same time.

**7. What stops people wanting to go to University?**

Recent research shows three of the common barriers to going onto HE are:

- Finance and worry about debt
- No one else they know has been to university
- Not sure what it is like

Aimhigher events help to provide an insight into all these areas. For further information about Aimhigher, go to [www.aimhighersurrey.ac.uk](http://www.aimhighersurrey.ac.uk); look at the Learning Highway and Key Routes for information on progression opportunities.

## **ADDITIONAL INFORMATION**

### **Organising an Activity**

We ask that you introduce your activity as an Aimhigher event; this pack includes details of two short Aimhigher presentations to help you do this. They can both be downloaded as PowerPoint presentations via the Partner Downloads link on [www.aimhighersurrey.ac.uk](http://www.aimhighersurrey.ac.uk). Providers must allow time at the end of the activity to issue the post-activity questionnaires, for learners to complete them and then to gather them in. Providers must forward all administration to the Aimhigher Surrey office without undue delay. Please note that there are different post-activity questionnaires for Yrs 7-11 and Yrs 12-13.

### **Aimhigher Materials**

Please use the Aimhigher folders and leaflets and other information in your handout packs for students.

### **Cancellations**

If a school or college cannot, for whatever reason, engage with the activity on the agreed date, they must inform Aimhigher and the Provider immediately.

### **Criminal Records Bureau Check**

All our providers are required to ensure their staff have current CRB checks. Please ensure you have an up to date disclosure number.

### **Risk Assessments**

Providers will forward risk assessments if requested by the school. Providers must carry full indemnity insurance for the period of time they are working on Aimhigher activities.

### **Illness**

Sufficient members of school/college staff should accompany the activity so that should a student become ill, a member of staff can take care of them whilst another remains with the group.

### **Behaviour Management**

School staff are expected to intervene in cases of unruly behaviour, which includes incessant chatter and texting. In cases of unacceptable behaviour (however that may be deemed by the Provider) school staff will be expected to remove the student(s) and treat as for 'Illness' (above). Please request a teacher's intervention in these matters.

### **Activities Based in School**

When an activity is planned which involves a visit to the school by the Provider, the Aimhigher Coordinator at the school/college will ensure that Providers are expected at Reception and that a room is booked with enough time allowed to set up and clear away. This time needs to be in addition to the time allowed for the activity. Please contact the Aimhigher Coordinator at the school/college to ascertain timings.

### **Procedure to Gain Agreement to use Non-Sensitive Data**

Aimhigher will have gained permission from students and their parents/carers to take photographs/video during activities for Aimhigher use and to maintain the students' details on the Aimhigher database. This permission does not extend to the Provider. Please contact Aimhigher Surrey to discuss consent should your organisation wish to maintain student details/images.

### **Schools' Responsibilities:**

- responsible for choosing the Aimhigher cohort.
- responsible for booking transport to and from the activity
- responsible for confirming with provider final details, i.e. timings, etc.
- responsible for ensuring that the student consent forms and pre activity questionnaires are completed and sent direct to the Aimhigher office.

**The Aimhigher Team**

Name	Responsibility	Address	Contact Details
Marilyn Birks	Director of Aimhigher Surrey	Educational Liaison Centre University of Surrey, Guildford GU2 7XH	Tel: 01483 683175 Fax: 01483 572454 Email: <a href="mailto:m.birks@surrey.ac.uk">m.birks@surrey.ac.uk</a>
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The Aimhigher  
Team

## Activity Providers

Organisation	Contact	Email	Telephone	Address
East Surrey College	Maureen Peters	<a href="mailto:mpeters@esc.ac.uk">mpeters@esc.ac.uk</a>	01737 788 387	Claremont Road, Redhill, Surrey, RH1 2JX
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Activity Providers



