



**REALISING OPPORTUNITIES**  
Working Together | Supporting Talent

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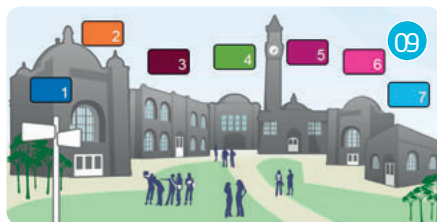
# Student Programme

Realising Opportunities – supporting progression to leading universities.

[www.realisingopportunities.ac.uk](http://www.realisingopportunities.ac.uk)

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# Realising Opportunities

Welcome to the Realising Opportunities (RO) Programme! This guide has been designed to help you with the different elements of RO and what you will be doing while taking part in the Programme. The sections in this guide will help you to check your own development and progression through RO, so refer to it regularly to make sure you are on track.

If you have any questions please get in touch with the RO Central Team or contact your ementor who will be able to help. You can read more about the help and support available to you in this guide.





# Programme Summary

The Realising Opportunities (RO) Programme is a structured, interactive programme that will help you develop your academic skills, improve your awareness of university and knowledge of how to apply for a place, and give you increased access to the universities involved in RO.

## The Programme aims to

- Increase your knowledge about research intensive universities and what they can offer you.
- Give you access to the RO universities.
- Develop your skills and confidence in planning, researching and writing an original piece of academic work including developing skills in analysis, critical thinking and evaluation.
- Increase your understanding of university life and how to apply through UCAS.
- Give you dedicated support from a current university student.
- Give you access to advice and guidance on a range of careers from professionals.

## Your Programme Checklist



- Attend Local Launch event
- Take part in ementoring
- Complete skills4uni
- Attend National Student Conference
- Complete the EPQ or the Academic Assignment
- Attend events at RO universities

## How will it help you?

### Taking part in RO will give you:

- Additional consideration
  - All RO universities will give additional consideration to your UCAS application.
- Alternative offer
  - All RO universities may give an RO offer worth up to two A level grades or equivalent, see our *Recognition Guide* for more details.
- Skills development
  - You will develop a range of skills that will help you with your A levels and the academic element of the Programme.
- Advice for the future
  - You will know more about how to apply to university and you will receive advice and guidance about choosing your course and where you want to study, so you can make informed choices about your future.
- Access to careers information
  - You will improve your understanding of careers and access to professions from professionals currently employed in the field.



## Local Launch Event

You will have been given this guide at a Local Launch event held at the university that recruited you (your host university). The event will tell you all about RO and explain what is involved in the RO Programme.

### What is the Local Launch event?

The Local Launch has been designed to get you started on RO and give you the opportunity to check that you understand what you will be doing on the Programme.

### What will you do?

You will hear a presentation about RO from staff at the university that recruited you. You may also have the opportunity to meet current university students and see some of the university campus.

### How will it help you?

The Local Launch event will:

- Give you an understanding of the RO Programme.
- Clarify what you have to do.
- Give you the opportunity to meet staff at the university that recruited you.
- Help you understand the support available to you.
- Give you the opportunity to experience a university campus.

### Tip

Use this time to ask questions and make sure you know what you need to do as part of RO.





## Local Launch Event

University:

Date:

Time:

Notes:



## Skills4uni

### What is skills4uni?

Skills4uni is an online module to help you develop the study skills necessary to be successful at school/college and at university. The module includes interactive quizzes, videos, tasks and information from current university students. You should start working through the skills4uni module after you have attended the Local Launch event. Your ementor will check how you are getting on with the module once ementoring begins. When you have completed the module your ementor will set you a multiple choice test.

### What do you have to do?

- Work through sections 1-6 of the online module. Section 7 is optional.
- Complete the interactive quizzes and tasks.
- Take notes on the page opposite if you need to.

#### Module Title



- 1. Are you ready?
- 2. Plan ahead
- 3. Track it down
- 4. Look it up
- 5. Write it down
- 6. Put it together
- 7. Calculate it (optional)

**You are now ready to take the test!**



[www.skills4uni.bham.ac.uk](http://www.skills4uni.bham.ac.uk)

### The multiple choice test

Once you have completed sections 1-6 of the online module **tell your ementor** and they will set a multiple choice test for you to take.

- The test involves 36 multiple choice questions relating to the information found in sections 1-6 of the module.
- You must achieve a score of 75% or above to pass.
- You may take the test again if you fail, and your ementor will provide feedback to help you.

### How will it help you?

By completing the skills4uni module you will:

- Increase your confidence in approaching independent research based projects.
- Develop your skills in planning, research and referencing that will help you complete your EPQ or Academic Assignment successfully.
- Have a greater understanding of what to expect at university.







Skills4uni notes/feedback



# Ementoring

## What is ementoring?

As part of the RO Programme you will be matched with a current student from one of the RO universities. They will be your ementor throughout your time on RO. Ementoring gives you the opportunity to talk to someone who is already at university and to receive guidance at key times throughout the year.

## What will your ementor do?

- They will work through an ementoring programme of useful topics with you and answer any questions or queries you have about higher education, exam techniques, revision, study skills and much more. The ementoring programme is outlined on your *RO Wall Planner* which can be found within your pack.
- Your ementor will send you regular messages to give you updates and information about RO. You will have access to a secure online portal where you can send messages to your ementor.
- They will support you with the skills4uni element of the RO Programme. You can read about skills4uni on page 8 of this guide.



## What will you do?

- You must log onto the ementoring portal **at least once a week**.
- You must respond to any messages your ementor has sent you and complete any activities they set you.
- You should regularly update your progress on the RO Programme using the *skills tracker* on the ementoring portal.

## Ementoring Portal

When it is time for you to start the ementoring programme, you will be emailed with your log-in details and a narrated screencast video. This video will guide you through the ementoring portal and how to use it. It is important you watch this video so that you can get the best out of the portal and all the different features it offers RO students!

The fact I had an ementor gave the programme a personal touch. I could hear all about my ementor's university experiences!

RO Student

## How will ementoring help you?

Ementoring will give you:

- A better understanding of applying to higher education and the UCAS process.
- Support with your UCAS application and personal statement.
- Support during exam periods and advice on revision and exam techniques.
- Guidance with the skills4uni module and test.
- A chance to ask questions about what it is like to be a student at a research intensive university.
- Advice about student finance, choosing a course and choosing a university.

## Ongoing ementoring support

The RO ementoring programme will begin for you in February 2016 and end in December 2016, but if you wish to continue after that you will still have access to an ementor. This will allow you to continue to access support, information and advice until you receive your A level results.





## National Student Conference

All students taking part in RO will come together at the National Student Conference.

### What is the National Student Conference?

It is a national event that will allow you to develop skills that will be useful in your current studies and at university. You will also have access to information about the RO universities and how to apply which will help you when you complete your UCAS application.

### What will you do?

You will:

- Get to meet and spend time with your ementor and other students involved in RO.
- Attend skills based workshops of your choice.
- Attend an exhibition with access to all RO universities for information on their courses.
- Have access to information about careers from well-known employer organisations.

### When is it?

The National Student Conference will take place on a Saturday in March 2016. You will have been given information about the date and the venue in the email confirming your place on the Programme.

### What else do you need to know?

More information about the National Student Conference and how you will get there will be sent to you by email from the Central Team. Please watch out for this.



## Tip

You can chat to your  
ementor about RO at  
the National Student  
Conference



## National Student Conference

Date:

Time:

Venue:

Travel Arrangements:

Workshop 1 Choice:

Workshop 2 Choice:

Questions for your ementor?



## The Academic Element

To successfully complete RO you must undertake either the Extended Project Qualification (EPQ) or the RO Academic Assignment.

### Extended Project Qualification or Academic Assignment?

The EPQ route will only be an option for you if your school/college offers this as part of the curriculum. If your school does not deliver this qualification then you must complete the RO Academic Assignment.

In addition, if the EPQ forms part of your core studies, for example if you are undertaking a Diploma qualification, then you must also complete the RO Academic Assignment.

#### Tip

Try to choose a topic that relates to what you might want to study at university.

You will be asked to let us know which academic element you will be taking.

If you are unsure if the EPQ or Academic Assignment is best for you, or if you have any questions, you should speak to the teacher/tutor who introduced you to the RO Programme, or contact the RO Central Team at [info@realisingopportunities.ac.uk](mailto:info@realisingopportunities.ac.uk) or on **0191 208 8923**.

#### Your Academic Element



- EPQ
- Academic Assignment

## The Extended Project Qualification

### What is the EPQ?

The EPQ is a stand alone qualification that is taken in, and delivered by, schools/colleges.

### What do you have to do?

- Complete the EPQ in school/college as directed by your teacher. This will involve you creating a project log to document your planning, research and progress and delivering a presentation on the outcome.
- You must achieve a **C grade or above** in the EPQ to successfully complete RO.
- When you have your EPQ result, you must inform the RO Central Team.

### How will it help you?

- It allows you to examine a topic of your choice in more detail.
- You will develop core skills in analysis, research, problem solving, critical thinking and communication.
- You will develop skills in preparing and delivering a presentation.
- It will develop your ability to take responsibility for your own learning.

### What support do you have?

- Your school/college will guide and support you through the EPQ.
- The RO universities host events and activities that may offer additional support for your chosen topic and help you develop your research and academic writing skills. You can read more about RO events and activities on page 18 of this guide.
- **Skills4uni** will help you with your research skills, referencing and presentations. You can read more about skills4uni on page 8 of this guide.
- The **Bright Knowledge Bank** on the ementoring site provides helpful articles on a range of topic areas including referencing, using sources and writing research essays.

If you have already started your EPQ you should carry on with the timetable set out for you by your school or college. You must send a copy of your results when you have them to the RO Central Team by email to:

[info@realisingopportunities.ac.uk](mailto:info@realisingopportunities.ac.uk)



## The Academic Assignment

If you are taking the Academic Assignment, you will be asked to complete a form at the National Student Conference to let us know. It is important that you do this as the Academic Assignment is delivered within a specific timescale. If anything changes with this decision you must let the RO Team know immediately. Failure to do so may result in you being unable to follow this option.

### What is the Academic Assignment?

It is an assignment that is delivered and supported by an Academic Tutor at the university that recruited you.

### What do you have to do?

- You must produce an essay of 1,500–2,000 words.
- You must meet with your assigned Academic Tutor to discuss your ideas and respond to feedback on your work.

### How will it help you?

- It allows you to examine a topic of your choice in more detail.
- It allows you to demonstrate to the RO universities your ability to understand, analyse and use information.
- It develops your ability to take responsibility for your own learning.
- You will develop core skills in analysis, research, problem solving, critical thinking and communication.

### How is it assessed?

Your work will be assessed against a number of learning outcomes that your Academic Tutor will explain to you.

You will be assessed on your ability to:

- Think independently
  - How well can you conduct a piece of independent research?
- Construct arguments
  - Can you critically select information from a range of sources to develop and support your arguments?
- Develop ideas
  - Can you demonstrate your ability to problem solve and critically analyse information to develop your own ideas?





## What support do you have?

- You will be allocated an Academic Tutor from the university that recruited you.
- Your Academic Tutor will offer you support throughout your assignment.
- You will meet your Academic Tutor in one-to-one tutorials to discuss your assignment title, research plans and ideas.
- The RO universities host events and activities that may offer additional support for your chosen topic and help you develop your research and academic writing skills. You can read more about RO events and activities on page 18 of this guide.
- **Skills4uni** will help you with your research skills, referencing and presentations. You can read more about skills4uni on page 8 of this guide.
- The **Bright Knowledge Bank** on the ementoring site provides helpful articles on a range of topics including research and development, and working to a deadline.

## Academic Assignment Checklist



### First tutorial

Tutor: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

### Assignment title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Second tutorial

Date: \_\_\_\_\_

\_\_\_\_\_

Time: \_\_\_\_\_

\_\_\_\_\_

### Deadline for first draft

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Send to: \_\_\_\_\_

\_\_\_\_\_

### Final submission

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Send to: \_\_\_\_\_

\_\_\_\_\_



## Events and Activities

We want you to get as much out of RO as possible, and the wide range of events and activities at our RO universities will help you to do this.

### What events and activities can you attend?

A full list of events is available on our website at [www.realisingopportunities.ac.uk](http://www.realisingopportunities.ac.uk). This list is updated frequently so make sure you check it regularly.

Universities offer:

- Subject taster days and master classes.
- Campus tours, visit days and open days.
- Summer schools and residentials.
- Skills development sessions including academic and study skills.
- Information, advice and guidance sessions such as student finance awareness.
- Personal Statement support.

### What do you have to do?

You must attend the Local Launch event and the National Student Conference. We also recommend you attend at least one other event/activity at RO universities. You can attend as many events and activities as you wish, and it is a good idea to use this opportunity to see a university which is not your host university.



[www.realisingopportunities.ac.uk](http://www.realisingopportunities.ac.uk)

### How will they help you?

Attending events and activities allows you to:

- Visit the universities you may want to apply to.
- Identify and develop the skills necessary to be successful at a research intensive university.
- Learn more about specific subject areas.
- Find out what it is like to be a student at university by meeting current students.
- Receive support with your university application and the EPQ or Academic Assignment.
- Find out more about how university will help you in the future.

### How do you book a place?

- Visit our website [www.realisingopportunities.ac.uk](http://www.realisingopportunities.ac.uk) to see the events/activities available to you and follow the booking instructions included with each event.
- Make sure the date doesn't clash with any important exams or deadlines.
- Let your school/college know that you are attending an RO event.
- Let the university know if you have any specific requirements which they should know about.
- If you need to travel to an event it may be possible to have your travelling expenses reimbursed. Details on travelling expenses you can claim will be advertised alongside the events/activities on our website. You should check with the university you are visiting **in advance of the event** to see if this is possible. Details of who to contact at each university can be found on our website. Please be sure to keep any travel tickets



The 40 Programmes  
Local Sector Skills Councils



# Access to Professions

Realising Opportunities aims to give you enhanced access to information and advice about accessing different professions.

You will be able to access information in the following ways:

## The National Student Conference

- Professionals from employer organisations will be present to tell you about career opportunities within their sector.

## Ask the Expert

- Each month a new professional is featured on the ementoring portal.
- You can read their profile and ask them questions about their job and what pathway they took to get there.
- The professionals will answer all your questions and their responses will be posted on the ementoring portal.





Notes:

# Key Contacts

The Realising Opportunities Central Team, based at Newcastle University, lead the Programme on behalf of the RO universities.

Our contact details are:

The Realising Opportunities Central Team,  
c/o Marketing and Student Recruitment,  
Newcastle University,  
King's Gate,  
Newcastle upon Tyne,  
NE1 7RU

T 0191 208 8923  
E [info@realisingopportunities.ac.uk](mailto:info@realisingopportunities.ac.uk)  
W [www.realisingopportunities.ac.uk](http://www.realisingopportunities.ac.uk)

## Contact List

Each of the RO Universities has a key contact for RO and you may wish to get in touch with them if you have a question about recognition or admissions through UCAS.

UNIVERSITY	CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
University of Birmingham	Lucy Hall	0121 414 8729	<a href="mailto:l.hall@bham.ac.uk">l.hall@bham.ac.uk</a>
University of Bristol	Penny Dowell	0117 331 7645	<a href="mailto:realising-opportunities@bristol.ac.uk">realising-opportunities@bristol.ac.uk</a>
University of Exeter	Melissa Ruddock	01392 726 181	<a href="mailto:realisingopportunities@exeter.ac.uk">realisingopportunities@exeter.ac.uk</a>
Goldsmiths, University of London	Lucy Jenks	020 717 3366	<a href="mailto:l.jenks@gold.ac.uk">l.jenks@gold.ac.uk</a>
King's College London	Catherine Jackson	020 7848 3899	<a href="mailto:catherine.m.jackson@kcl.ac.uk">catherine.m.jackson@kcl.ac.uk</a>
University of Leeds	Elen Davies	0113 343 7444	<a href="mailto:rops@leeds.ac.uk">rops@leeds.ac.uk</a>
University of Leicester	Andy Johnson Clare Chisholm	0116 223 1872 0116 229 7545	<a href="mailto:rop@le.ac.uk">rop@le.ac.uk</a>
University of Liverpool	Michael Mohebbi	0151 794 5122	<a href="mailto:m.mohebbi@liverpool.ac.uk">m.mohebbi@liverpool.ac.uk</a>
University of Manchester	Francesca Guratsky	0161 275 8572	<a href="mailto:realisingopportunities@manchester.ac.uk">realisingopportunities@manchester.ac.uk</a>
Newcastle University	Gemma Kirkbride	0191 208 6148	<a href="mailto:realising.opportunities@ncl.ac.uk">realising.opportunities@ncl.ac.uk</a>
University of Sheffield	Denise Brooks	0114 222 1027	<a href="mailto:rosheffield@sheffield.ac.uk">rosheffield@sheffield.ac.uk</a>
University of Sussex	Claire Sissons	01273 877 045	<a href="mailto:c.sissons@sussex.ac.uk">c.sissons@sussex.ac.uk</a>
University College London	Sophie Tuhey	0203 108 764	<a href="mailto:srs.realisingopportunities@ucl.ac.uk">srs.realisingopportunities@ucl.ac.uk</a>
University of Warwick	Marie Diebolt	024 7615 1428	<a href="mailto:rowarwick@warwick.ac.uk">rowarwick@warwick.ac.uk</a>
University of York	Angela Morris	01904 324 635	<a href="mailto:realising-opportunities@york.ac.uk">realising-opportunities@york.ac.uk</a>



The RO Central Team co-ordinates the Programme on behalf of the RO Partner universities. You can contact us at:

## **Realising Opportunities**

c/o Newcastle University, King's Gate,  
Newcastle upon Tyne, NE1 7RU

**T** 0191 208 8923

**E** [info@realisingopportunities.ac.uk](mailto:info@realisingopportunities.ac.uk)

**W** [www.realisingopportunities.ac.uk](http://www.realisingopportunities.ac.uk)



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