



## Pre-16 Sustained Outreach Programme - Discover US Guidance for Schools on the Application Process

### Introduction

Discover US is The University of Sheffield's sustained outreach programme for Y9 pupils who meet specific widening participation (WP) criteria from state schools within South Yorkshire and the surrounding region. Through repeated visits to the University in Years 9, 10 and 11, the programme is designed to raise participants' aspirations and their awareness of Higher Education. It aims to help these young people discover how 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 pupil applications on behalf of your school.

### Summary of Application Process

Pre Sept 2019	Your school should have already registered with our Outreach Online System and designated one member of staff as the Programme Contact for Discover US (please contact us with any queries relating to this).
Sept 2019	Programme Contact receives guidance document by email, and Parent/Carer letters and Discover US leaflets by post.
	Programme Contact selects up to 10 suitable pupils based on academic and widening participation criteria (see page 2), and provides them with a Discover US leaflet and Parent/Carer letter to take home. <b>You will need to add a suitable deadline date to the letters</b> for pupils to complete their online application – this deadline must allow the school time to then add the School Supporting Statement for each pupil by 18th October.
	Applications open on <b>Monday 9<sup>th</sup> September</b> – Pupils 'sign up' to the online application system using the link given in their Parent/Carer letter ( <a href="https://outreach.shef.ac.uk/">https://outreach.shef.ac.uk/</a> ) and complete the <b>Student Application Form</b> (see page 3) with the help of a parent/teacher.
Oct 2019	Programme Contact signs in to the online application system to review the pupil application and completes the <b>School Supporting Statement</b> form (see page 4).
	All completed applications (comprising both Student Application Form and School Supporting Statement) must be on the system <b>by Friday 18<sup>th</sup> October</b> .
	Completed applications are reviewed by the Outreach team.
Nov 2019	All applicants, parents/carers and schools are informed of the outcome of applications by mid-November.

## Who can participate in Discover US?

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.

### PLEASE NOTE:

Students **CANNOT** be part of both **Discover US** and **US in Schools Mentoring** (if this is a programme your school participates in) and will need to meet the academic criteria and WP Criteria detailed below.

1. **Academic Criteria** - In targeting pupils in your school for Discover US you should ensure they demonstrate the potential to enter both Higher Education and the University of Sheffield. We therefore ask that you only select pupils who have the **academic potential** to achieve the following, or higher:

- Be on track to achieve a minimum of 5 GCSE's grade 9-6, plus English at 4, if not already included

### 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 POLAR4 and POLAR3 young participation measure, by entering their postcode into the following online tool:

<https://www.officeforstudents.org.uk/data-and-analysis/postcode-search/>

## Completing the Student Application Form

From Monday 9<sup>th</sup> September, your selected pupils will be able to 'Sign Up' to the online application system using the link given in their Parent/Carer letter: <https://outreach.shef.ac.uk/>

To do this, they will need to enter their full name, email address, school name, and 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](mailto: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 online 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 Discover US.

The 'Student Application' should be completed by the student who is applying, together with either a parent/carer or teacher. Whilst completing the application, students can see helpful notes 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 students live with their parents)
- Parent/carer contact details
- Parent/carer current or most recent job title
- Contact details for two emergency contacts (these can be parent/carers if appropriate)

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, before submitting it.

### **Important information about the student application form:**

The student application comprises of the following sections:

**Eligibility:** We ask questions about a students' family attendance at university and questions about citizenship as these are pre-requisites for some of our programmes.

**Personal Details:** These are used when assessing eligibility for our programmes; contact details are also required for future programme correspondence.

**Your Future:** The questions in this section give us an idea of a student's 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.

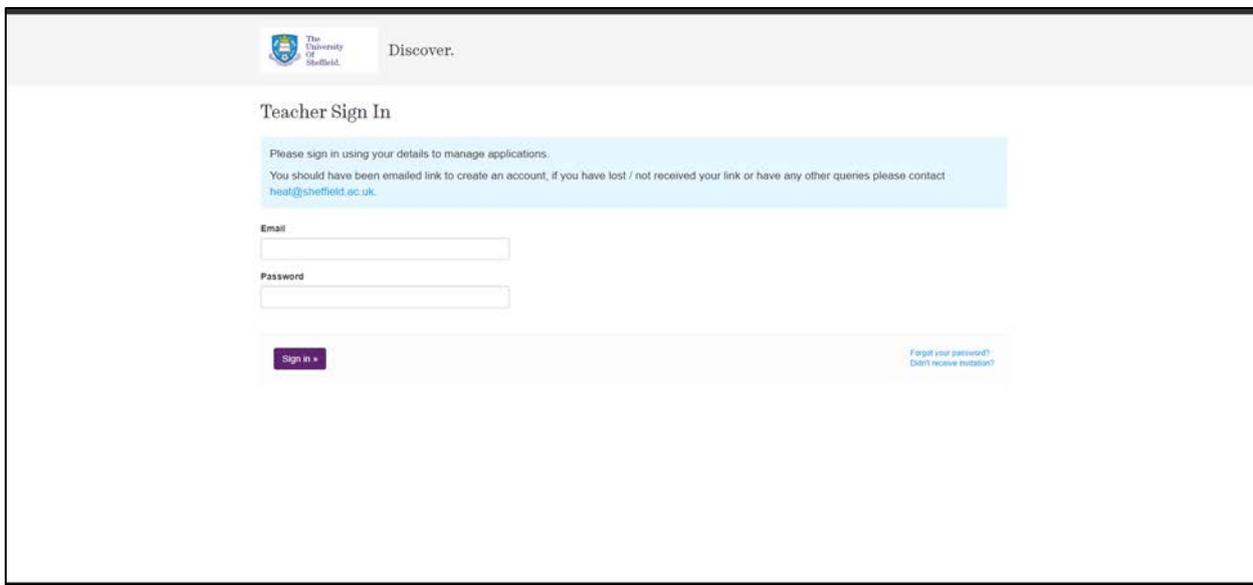
**Summary:** This section allows them to review and edit their application one last time before they submit it.

When a pupil submits their application, they will receive a confirmation email, and the application will then appear in the school Programme Contact's 'Submitted Applications' section of the outreach online system.

## Completing the School Supporting Statement

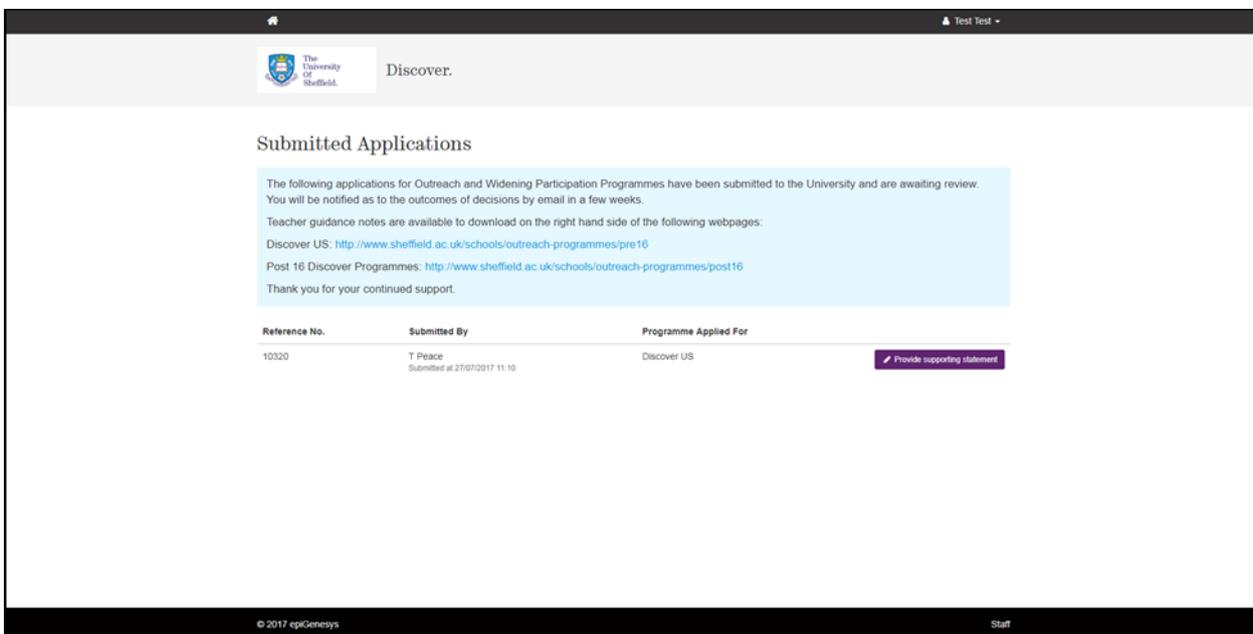
Before submission to the University Outreach team, the assigned 'Programme Contact' for the school needs to review applications and provide supporting information for each student.

To do this, the assigned Programme Contact should sign into the online application system.



The screenshot shows the 'Teacher Sign In' page. At the top left is the University of Sheffield logo and the text 'Discover:'. Below this is the heading 'Teacher Sign In'. A light blue box contains the following text: 'Please sign in using your details to manage applications. You should have been emailed link to create an account, if you have lost / not received your link or have any other queries please contact [heat@sheffield.ac.uk](mailto:heat@sheffield.ac.uk).' Below this are two input fields: 'Email' and 'Password'. A purple 'Sign in' button is located below the password field. To the right of the button is a link: 'Forgot your password? Didn't receive invitation?'

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.



The screenshot shows the 'Submitted Applications' page. At the top left is the University of Sheffield logo and the text 'Discover:'. Below this is the heading 'Submitted Applications'. A light blue box contains the following text: 'The following applications for Outreach and Widening Participation Programmes have been submitted to the University and are awaiting review. You will be notified as to the outcomes of decisions by email in a few weeks. Teacher guidance notes are available to download on the right hand side of the following webpages: Discover US: <http://www.sheffield.ac.uk/schools/outreach-programmes/pre16> Post 16 Discover Programmes: <http://www.sheffield.ac.uk/schools/outreach-programmes/post16> Thank you for your continued support.'

Reference No.	Submitted By	Programme Applied For	
10320	T Peace Submitted at 27/07/2017 11:10	Discover US	<a href="#">Provide supporting statement</a>

At the bottom of the page, there is a copyright notice '© 2017 epiGenesys' on the left and the word 'Staff' on the right.

After selecting 'Provide supporting statement', the Programme Contact will be taken to review the Applicant Details.

The University of Sheffield  
Outreach Programmes - School/College Supporting Statement  
Applicant Details

Please check the applicant's details below.

Please make sure 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).

Student name: T Pease  
 Programme: Discover US  
 Student Unique Learner Number (Optional):  
 Student's home postcode: S5 4RY  
 School or college name: Test School  
 Named school/college contact: Test Test  
 Contact email address: heat@sheffield.ac.uk  
 Contact telephone number: +441478523698  
 School/college address: Arts Tower Sheffield  
 School/college postcode: S10 2TN

I confirm that the details of the applicant listed above are completed correctly.

Please select whether the following statements are true for the applicant.

« Back    Save progress    Save and continue »

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 Discover US. 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).

The Programme Contact will need to confirm that the applicant meets the academic criteria by ticking and answering the questions in this section related to qualifications. 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.

Once the Applicant Details have been completed, the Programme Contact should 'Save and continue'.

The University of Sheffield  
Outreach Programmes - School/College Supporting Statement  
Declaration

By completing this form you are declaring that the information is correct to the best of your knowledge and that the school or college is committed to supporting the participant by allowing them time off from school or college to participate in the programme, if selected.

Name: Kim Simms  
 Position in school: Teacher  
 Email: k.s.simms+1@sheffield.ac.uk

**Data Protection, Processing and Sharing:** The data collected here will be processed by the University of Sheffield in accordance with the Data Protection Act 1998, and the General Data Protection Regulation 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 Higher Education Funding Council for England, 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 you have the right to a copy of the data held about you by us. If you would like a copy of the data you have supplied to us, please contact [heat@sheffield.ac.uk](mailto:heat@sheffield.ac.uk). By submitting your application, you are agreeing to the use of your data as outlined above, you have the right to opt out of your data being processed and shared, if you would like to opt out, please contact [heat@sheffield.ac.uk](mailto:heat@sheffield.ac.uk). You can find out more about why we collect your data on our website: <https://www.sheffield.ac.uk/outreach/data>

I have read and agree to the terms above.

« Save and go back    Save and continue »

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 screenshot shows the 'Summary' tab of the 'Outreach Programmes - School/College Supporting Statement' form. At the top, there is a navigation bar with 'Applicant Details', 'Declaration', and 'Summary' tabs. Below this is a blue information box: 'Before submitting, please check all details have been filled in correctly. You can click on each of the sections to make any necessary changes.' The form fields are as follows:

Student name	T Peace
Programme applying for	<b>Discover US</b> Discover US is an aspiration-raising programme for students in Years 9-11 which aims to encourage young people to develop confidence, problem solving skills and their ability to work with others.
Student's home postcode	S9 4RY ✓
Did either of the applicant's parents / carers / guardians go to university?	No ✓
Does the applicant qualify as a home fee paying student?	Yes ✓
Is this student on track to achieve a minimum of 8 GCSEs in levels 9-4, 5 of which must be at level 9-6 (formerly A*-B), including a minimum of level 4 in English and Maths at the end of Year 11. This may include Level 2 BTEC equivalents at Distinction.	Yes ✓
Is the applicant considered to have a disability or learning difficulty?	No ✓
Is the applicant a Looked After Young Person? (currently living with people other than their parents or under the care of the Local Authority.)	No ✓
Is the applicant a Young Adult Carer? (regularly taking on practical and/or emotional caring responsibilities that would normally be expected of an adult)	Yes - ✓
Has the applicant got any other extenuating circumstances?	No ✓

At the bottom, there is a 'Save and go back' button and a purple 'Submit' button.

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.

The screenshot shows the 'Submitted Applications' screen. At the top, there is a green banner with a checkmark and the text 'Submitted successfully'. Below this is the University of Sheffield logo and the text 'Discover.'. The main heading is 'Submitted Applications'. A blue information box states: 'The following applications for Outreach and Widening Participation Programmes have been submitted to the University and are awaiting review. You will be notified as to the outcomes of decisions by email in mid-December. Thank you for your continued support.'

Reference No.	Submitted By	Programme Applied For	
10109	Caroline Knight Submitted at 22/08/2016 13:54	Discover US	<a href="#">Resume supporting statement &gt;</a>
10135	Peter Goodliffe Submitted at 05/09/2016 13:15	Discover US	<a href="#">Provide supporting statement &gt;</a>
10112	Melissa Nance Submitted at 08/09/2016 10:39	Discover US	<a href="#">Provide supporting statement &gt;</a>

At the bottom, there is a footer with '© 2016 epiGenesys' and 'Staff'.

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?

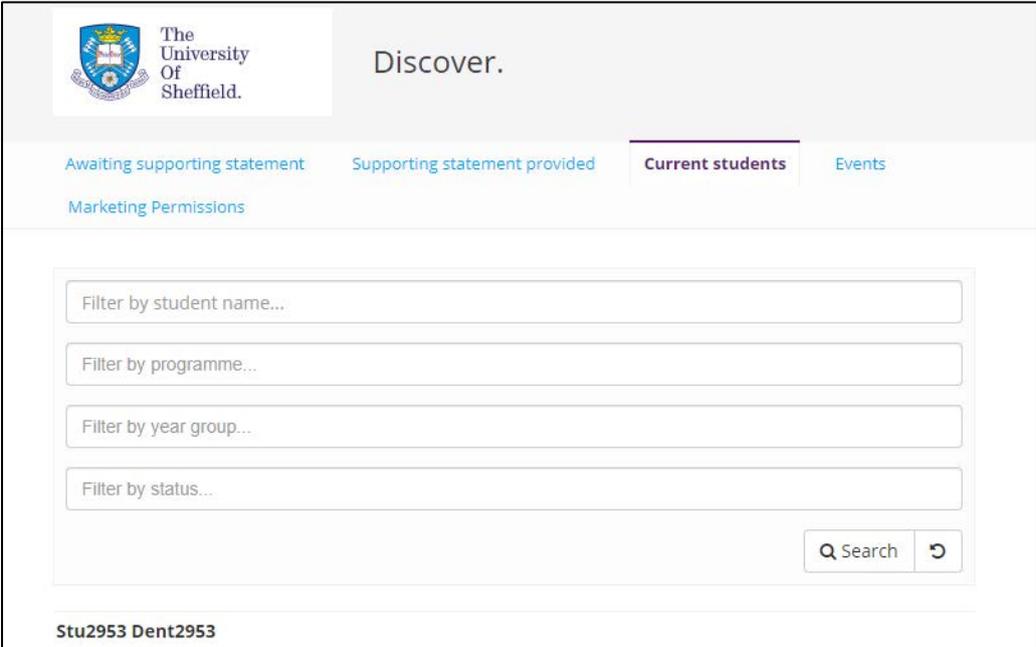
Once the School Supporting Statement has been submitted by the Programme Contact, each student's application will be reviewed by the Outreach team to determine whether they can be accepted onto the programme.

Please note that an application for Discover US does not necessarily guarantee a place on the programme. We aim to inform all applicants, parents/carers and schools of the outcome of applications by mid-November.

## Additional features to the Teacher Portal for teachers who have students on the Discover US programme

### Current Students tab

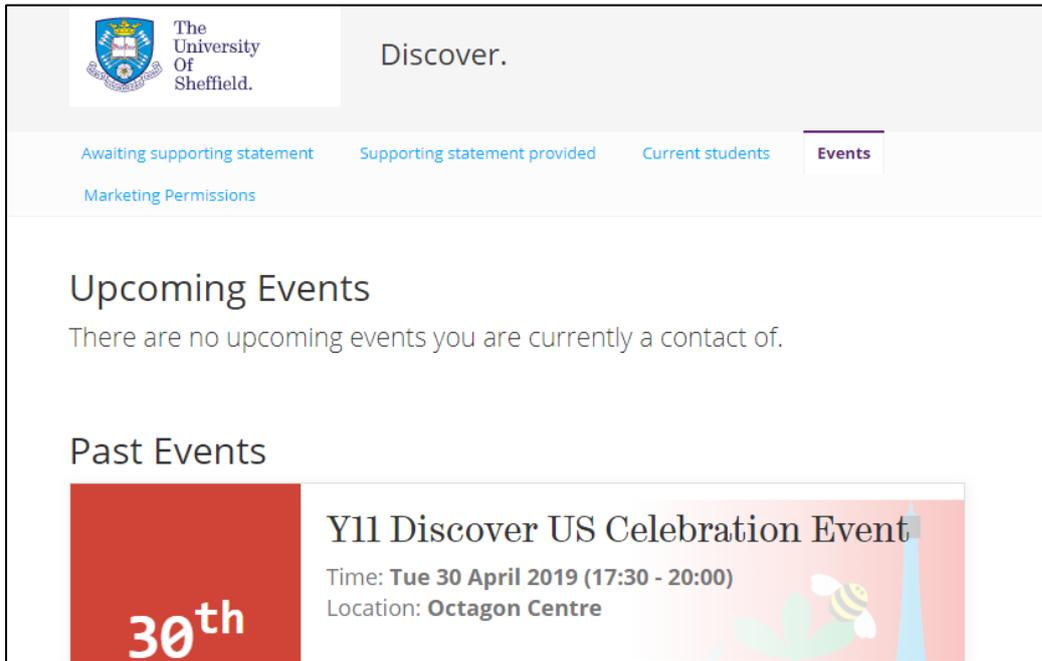
This feature allows you to see information regarding the pupils you currently have on the Discover US programme. It allows you to filter by student name, programme, year group and status. To view this tab you must be registered as either an Application AND Events Contact or an Events Contact only.



The screenshot displays the 'Discover.' interface for The University of Sheffield. At the top left is the university's crest and name. The main header area contains the text 'Discover.' and a navigation bar with four tabs: 'Awaiting supporting statement', 'Supporting statement provided', 'Current students' (which is highlighted with a purple underline), and 'Events'. Below the navigation bar is a link for 'Marketing Permissions'. The main content area features four filter input fields: 'Filter by student name...', 'Filter by programme...', 'Filter by year group...', and 'Filter by status...'. To the right of these filters is a search button labeled 'Search' with a magnifying glass icon and a refresh button with a circular arrow icon. At the bottom left of the interface, the text 'Stu2953 Dent2953' is visible.

### Events tab

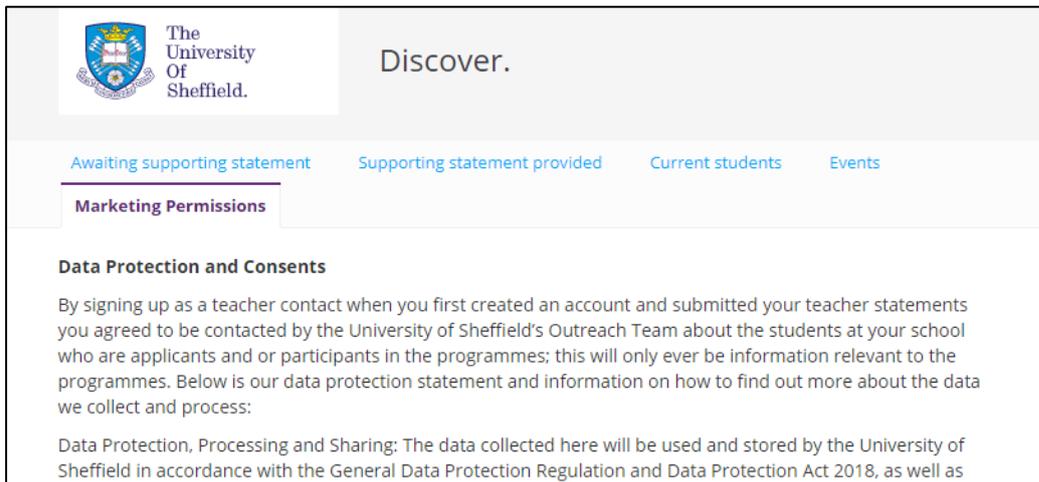
You are able to see future and past events that pupils from your school have attended. It also allows you to see who has responded to their invitation via outreach online and who is still pending so you are able to follow this up with pupils from your school. As with the above current students tab, you will only view these tabs and information if you are an Application AND Events Contact or an Events Contact only.



## Marketing Permissions tab

This tab includes information on how we will use, store and manage data you share with us. Please ensure you read and tick that you understand this information and agree with these terms and conditions.

It also includes a marketing permissions question that you can update at any time. You will always receive information relevant to the programme, the events and your students; but we ask this additional question to find out whether you would be happy to receive other information (about open days, faculty outreach events etc).



## 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](mailto: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 Discover US Team using [discoverus@sheffield.ac.uk](mailto:discoverus@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](http://www.sheffield.ac.uk/schools)

If you have any other queries you can contact the University of Sheffield Outreach and Widening Participation team:

**By email:** [discoverprogramme@sheffield.ac.uk](mailto:discoverprogramme@sheffield.ac.uk)

**By telephone:** 0114 222 1027

**By post:**

The University of Sheffield  
Discover US Team  
Outreach and Widening Participation  
Student Recruitment and Admissions  
The Arts Tower, Level 3  
Western Bank  
Sheffield  
S10 2TN