**Partner Organization (project partner) and country:**

| Partner Organization (project partner) and country: | CASCAID (UK) |

**Other organization involved in the Pilot Action (if not directly the partner organization):**

| Other organization involved in the Pilot Action | Halesowen College |

**INFORMATION ABOUT GUIDANCE CENTER / SERVICE AND STAFF PROVIDING THE PILOT ACTION**

| Career Guidance Center / Service (NAME of the Service/Organisation) | Halesowen College |

| Address, e-mail, website | Whittingham Road, Halesowen, West Midlands, B63 3NA  
|                         | www.halesowen.ac.uk |

| Career Guidance Provision | The college offers a huge range of careers activities for learners to access which includes one-to-ones, careers lessons, visiting speakers from industry and universities, careers activities as part of the tutorial programme and delivered to all levels of learners which include level 1 to level 3 learners |

| Staff and practitioners involved | Victoria Ditton – part of the careers and school liaison departments responsible for creating and delivering careers education with school and college learners. Previously managing a careers service within the a student services department of a FE college and qualified in Careers at Levels 6 & 7  
| Staff and practitioners involved | Deb Wall – part of the careers team, has worked in the careers function for Connexions and the College for a number of years. Supports learners to make informed careers decision based on accessing one-to-one appointments, delivering lessons and bringing in guest speakers to provide valuable insights into work and further learning. Qualified in Careers at Level 7.  
| Staff and practitioners involved | The College has recently been reaccredited the Gold Award, Quality in Careers Standard |

| Resources and tools | Kudos |

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Describe main tools available and database, web sites, etc. | VLE online learning environment developed by the College  
Hardcopy materials

Other information  
(Opening time, on line services, etc.) | Online services are available remotely as learners can access 24-hours a day

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**INFORMATION ABOUT PILOT ACTION**

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Writing a Personal Statement for Access (Mature) students.</th>
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</thead>
<tbody>
<tr>
<td><strong>Short description of the Pilot Action:</strong></td>
<td>Working with mature students who have returned to education to help them reflect on their skills and experience to enable them to write a successful personal statement for University admission.</td>
</tr>
<tr>
<td><strong>Target group</strong> (with description of specific guidance needs)</td>
<td>Level 3 Mature students on a 1 or 2 year Access course preparing them for University.</td>
</tr>
</tbody>
</table>
| **Expected learning outcomes**, within the CMS framework | **Finding work and accessing learning**  
- Learners are expected to have recognised their skills and qualities and to be able to link these to their chosen degree course and future career.  
- Learners will understand the purpose of a personal statement for University application and be able complete their individual statement.  
- To understand the UCAS process and how to access support for the process of applying for university courses.  
- To be able to research courses and universities and have to make decisions about choosing an appropriate course. |

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| Learning plan, with a list of guidance tools  
(please, describe the activities and the career guidance resources you will provide to users) | Activities | Career guidance resources |
|---|---|---|
| Identifying Skills and Experience Booklet devised in house  
Presentation (see attached power point) by Careers Staff on applying to University and the UCAS process.  
Presentation by University staff on the Personal Statement. | Kudos software to identify existing skills from employment opportunities:  
https://kudos.cascaid.co.uk/  
Kudos Personal Statement writing tool:  
https://kudos.cascaid.co.uk | Websites:  
- www.ucas.com  
- www.movingonmagazine.co.uk  
- www.whatuni.com  
- www.hotcourses.com  
- www.birmingham.ac.uk  
- www.aston.ac.uk  
- http://university.which.co.uk/ | Events:  
- www.worldskillsuk.org/the-skills-show  
- www.thebigbangfair.co.uk  
- www.ucas.com/events/birmingham-higher-education-exhibition-229996 |

Evaluation