

# UWE Heading Higher Passport Plus

Together we can create a ticket  
to university and beyond

Student Guide & Workbook



Student name

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## What is the Heading Higher Passport Plus scheme?

Heading Higher Passport Plus (HHP Plus) is a scheme that helps prepare learners for higher education (HE) and may increase the opportunity for learners to gain entry to the University of the West of England (UWE Bristol). It provides support and guidance - and has a number of additional benefits.

As part of the scheme, you will be encouraged to research a broad range of topics related to going to university.

The knowledge you gain about the opportunities available (and about yourself) as you work through HHP Plus, will enable you to

make confident, informed decisions about going to university and choosing the right course.

Those who have taken part in the scheme say they found it motivational and that it helped them settle into university life and learning more quickly and easily.

## Who can join Heading Higher Passport Plus?

To be eligible for the scheme you should have the potential to succeed in HE at foundation degree or undergraduate degree level **and** attend a HHP Plus registered school or college **and** meet **one or more** of the criteria below:

- You are resident at an address in an area where there is low progression to HE. Your school or college can check whether your postcode falls within a Low Participation Neighbourhood (LPN).
- You are in the care of a Local Authority, or are a care leaver.
- You identify yourself as disabled, as defined under the Disabled Student Allowance (DSA) guidance. This includes long-term conditions such as dyslexia etc.
- You identify yourself as belonging to a Black or Minority Ethnic (BME) group.
- You are the first in your family to attend university (i.e. your parents have not completed a university qualification in the UK or overseas).
- You need to study locally for an identified health, social or cultural reason.
- Your family household income is less than £25,000 per year.
- You have refugee status.





# Steps to success

## What are the benefits of Heading Higher Passport Plus?

In recognition of the learning you do throughout the scheme, we will offer exclusive benefits for registered HHP Plus applicants to UWE, including:

- 40 UCAS tariff points for applicants who are offered a place on a UWE undergraduate degree programme.
- 20 UCAS tariff points for applicants who are offered a place on a UWE foundation degree programme.
- priority access to popular outreach events at UWE Bristol.
- priority access to apply for part-time work opportunities as a UWE Bristol Student Ambassador.

## What do I have to do to receive the benefits and complete the scheme?

Complete the three steps and checklist detailed in this workbook, which includes three mandatory modules and four optional ones.

Minimum entry requirements and selection procedures still apply (see [www.uwe.ac.uk/ugrequirements](http://www.uwe.ac.uk/ugrequirements) for more information).

In addition to academic qualifications and personal statement scrutiny, selection for some courses include an interview, portfolio, audition, work experience, Maths test, health check or enhanced Data Barring Service (DBS) check.

## Step One – it's all about you

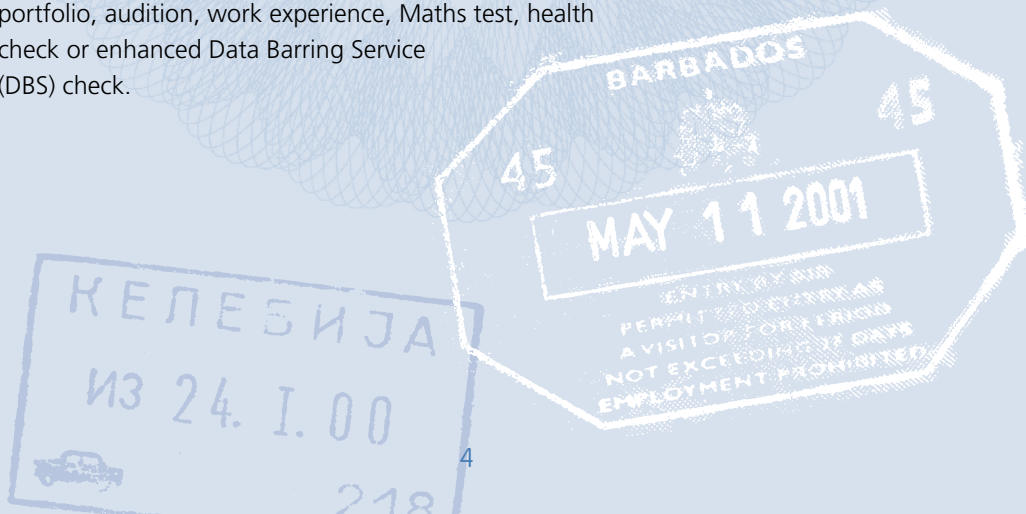
**Where do you start?** What do you need to know or do now, to help you make choices about your future?

A good place to begin your journey is to take part in our HHP Plus self-assessment quiz. Why not give it a go?

In choosing to move on to HE each individual faces a range of decisions. To help you to really consider what is involved in progressing to HE this questionnaire prompts you to consider how you feel about each area (see overleaf).

Each is scored on a scale **1= very confident, 2= confident, 3= not confident, 4= I can't answer / quite concerned.**

By totalling the scores for each group of questions you can get an overview and prioritise areas that you want to work on through HHP Plus. Although a higher score suggests a higher level of uncertainty, it is your judgement as to whether this is a priority area for you at the moment.



## Heading Higher Passport Plus - the self-assessment quiz

You can find this online by visiting [www.uwe.ac/hhpp](http://www.uwe.ac/hhpp)

Heading Higher Passport Plus	Aspect of HE life	Consider your response to these questions	Score 1-4
<b>Aspiration</b>	Why HE?	<p>What do you want from your higher education experience?</p> <p>Do you know what motivates you to apply for higher education; subject; job; independence?</p> <p>How do you feel about doing something that is maybe different to other members of your family, friendship group, or community?</p> <p style="text-align: right;"><b>Total score:</b></p>	
<b>Aspiration</b>	Ambitions	<p>What do you want out of the next 5-10 years?</p> <p>Will university help you to achieve your longer term lifestyle goals. In what way?</p> <p>Are you sure the direction you are taking will help you to achieve your career goals?</p> <p style="text-align: right;"><b>Total score:</b></p>	
<b>Awareness</b>	Social	<p>How easy do you find it to mix with other students?</p> <p>What is your biggest challenge in meeting people, and making new friends?</p> <p>How confident are you about getting involved in new social activities?</p> <p style="text-align: right;"><b>Total score:</b></p>	
<b>Awareness</b>	Living Independently	<p>How do you feel about looking after yourself?</p> <p>What is your biggest challenge in coping with living independently?</p> <p>What type of accommodation do you think will suit you best and why?</p> <p style="text-align: right;"><b>Total score:</b></p>	
<b>Awareness</b>	Money and managing on a budget	<p>How confident are you that you will be able to manage on a budget?</p> <p>Do you know what you need to do next to make sure you have your funding in place?</p> <p>What is your biggest challenge living on a limited budget and how will you deal with it?</p> <p style="text-align: right;"><b>Total score:</b></p>	

Heading Higher Passport Plus	Aspect of HE life	Consider your response to these questions	Score 1-4
<b>Awareness</b>	Student support	<p>How easy do you find it to recognise when you need to ask for help?</p> <p>What type of things do you imagine you may need help with, do you know who to ask?</p> <p>How confident are you in seeking help with; physical health concerns, money worries, coping with HE study, accommodation, relationships, homesickness, emotional or mental health concerns?</p> <p style="text-align: right;"><b>Total score:</b></p>	
<b>Awareness</b>	Choosing and applying to HE	<p>How confident are you about how to choose a course that is right for you?</p> <p>How confident are you about how to choose a university that is right for you?</p> <p>How happy are you with your Personal Statement?</p> <p>Thinking about the UCAS application process what do you need to do next?</p> <p style="text-align: right;"><b>Total score:</b></p>	
<b>Attainment</b>	Study skills for HE	<p>How many of these study skills are you confident about; taking notes; reading; identifying sources of good information; writing; generating ideas; referencing; discussing; working in groups; problem solving; analysing; memorising; oral presentation; reflecting on my learning; deciding what is important.</p> <p>What will be your biggest challenge in becoming a successful HE student?</p> <p style="text-align: right;"><b>Total score:</b></p>	
<b>Attainment</b>	Academic study	<p>Do you know what course(s) you want to study and why?</p> <p>How confident are you about studying at higher education level?</p> <p>What will be your biggest challenge in becoming a successful HE student?</p> <p style="text-align: right;"><b>Total score:</b></p>	



## Step Two – complete the modules

The Heading Higher Plus scheme contains **three** mandatory modules and a minimum of **four** optional modules for you to complete. The mandatory modules are based on three key themes – aspiration, awareness and attainment.

Here are the **three** mandatory modules:

### Module 1

#### Theme: aspiration

Task: Visit a higher education institution and talk to a current student. Ask yourself 'where', 'when', 'how' and 'who'.  
What do you want to know about?

### Module 2

#### Theme: awareness

Task: Record your learning/evidence in whatever way is best for you e.g. video, audio, written report.  
You can use the Learning Log pages in this guide to capture your ideas and keep track of your HHP Plus experiences.

### Module 3

#### Theme: attainment

Task: Complete two higher education study skill challenges.  
Who can help you? Academic reading. Effective note making.  
Why reference? What is plagiarism? How to work in a group.  
Presentations with impact.

Pick **four** optional modules of your choice from the aspiration, awareness or attainment themes. Talk your ideas over with your tutor to plan which are most suitable for you. The HHP Plus Coordinator in your school or college has been issued with a HHP Plus toolkit and will be able to further advise what activities are available to help you complete your optional modules. You can write your choices in here:

1.

2.

3.

4.

## Step Two – complete the modules (some ideas)

You must complete four optional modules. Below are some ideas to get you thinking. Choose things that are important to you. If you are not sure where to start, try the HHP Plus self-assessment quiz.

### Complete some part-time or voluntary work

Develop employability skills. Doing part-time or voluntary work is often a way to develop transferable skills and personal qualities, as well as to earn money. What you learn by doing these activities is also useful to include in your personal statement.

### Research choosing a university (or other HE course provider)

What is important to you in choosing the 'right' place to study? Place, social, environment, size, location, clubs and societies available, cost of accommodation, availability of part-time work, teaching facilities?

### Visit a university e.g. open day, campus visit, applicant day

It is always wise to visit the universities you are most attracted to, or are likely to apply to, maybe even more than once! Before you go think about what is important to you to find out about. First (and second) impressions are really important – could you be happy in this place for 3-4 years?

### Work shadow a graduate employee

What is the career or job area that interests you? When you talk to a graduate what do you want to find out? What questions do you have? How will you organise this activity? Who can help you?

### Take the Summer School challenge

Many universities offer Summer School activities. Look on individual university websites. Ask in school or college if there is one suitable for you.

### Investigate a profession or industry that has graduate entry

Use a range of information sources; websites and contacts are a good place to start.

### Take part in a social, cultural or physical activity you have never done before

Why? You can use these type of experiences to become more independent and confident; develop networking; and social skills; taking 'risks'; putting yourself in new situations. You can link the activity to HE subject interests or to skills for independent living e.g. why not travel to an open day by public transport. Activities can include anything; theatre/ concerts/ active sport/ new interest/ eating out/ plan and host an event/ visit a gallery or museum.

### Research progression options

You should be able to justify reasons for pursuing or rejecting a particular option (subject area, career or university). You want to be able to show how your preferred options link to your longer term goals in learning or employment.

## Step Two – complete the modules (some more ideas)

### Research subject areas and courses

To make a good application you should be able to give reasons for why a subject or specific course interests you. You can get subject detail from UCAS or university websites. You can also use 'Unistats' to compare courses and providers. But the question to start with is 'what is important to you?'

### Make a strong application to university (or other HE course provider)

Your application is the one place you need to 'sell' yourself to people who don't know you. Learn how the UCAS system works, the deadlines, and what makes a persuasive personal statement.

### Student finance – HE funding and budgeting

Find out about the financial support and loan repayments for HE students. Do you know where to go to get advice and information about fees and financial help for HE students? Do you understand the ways in which HE students pay for their courses? Do you know the types of financial help that HE students can get? Do you have additional needs? What about financial support for students with a disability or specific educational needs in HE? When do you apply for finance? What about HE Loan pay back, when does it start? What is the cost of living in different places? How to budget to be able to live on a low income?

### Take part in a subject taster session or 'Master Class'

Take part in a subject taster session during the summer term before you make your application to UCAS. Most HE faculties or departments offer, or can arrange, subject taster sessions on campus for either a half or full day, (these may be arranged with schools or colleges not individual students).

### Research additional support available for particular groups accessing HE

Find out about the additional financial allowance/bursary/scholarships available to support students from widening participation backgrounds e.g. disability, care leaver, low income household. Different places will offer different packages of support, check them all.

### Take part in an Enterprise activity

You can develop essential skills for independent HE study through this type of activity; like team work, planning, resource management, leadership, project work, problem solving, time management, personal organisation etc.

### Research what other support universities provide

Do you have specific support needs e.g. a disability, health issue or other needs? Are you aware of the different types of practical support which students with a disability or special educational need can get when they are in HE?

### Find out what graduates do. Research career progression from degree courses

Many web based resources are available, check out 'destinations' information on individual university subject webpages and 'Unistats'. This is useful to include in a personal statement, it shows an understanding of longer term learning or employment opportunities.

## Step Three – complete a Heading Higher Passport Plus Learning Log

You can use these pages to record your ideas for future use. You may prefer to 'capture' your ideas electronically, that's fine. Reflecting on an activity then recording your ideas somewhere is the important bit – the questions are just there to prompt you.

### Why would I want to reflect on an activity?

So you can be more confident you will achieve your future goals or outcomes. It is very likely that you do 'reflection' every time you make a decision, but you may not always be aware you are doing it. Using this process can make the 'what', 'why', and 'how' of your decision-making more explicit.

### What does it involve?

Thinking about (or reflecting on) what you got out of the experience. Identify specifically what you learned, and how helpful that learning is to you. Once you have this information you can use it to review your goals and plan next steps.

### Why are the questions so vague?

Because everyone is unique and what you get out of an experience or activity may be very different to someone else. There are no 'right' or 'wrong' answers, just your thoughts about how the experience impacted on you. You can use this insight to help you achieve your goals and inform your next decision.

### Who will see it?

You can use this to show your tutor that you have completed all seven HHP Plus modules. It can be really helpful to talk over your ideas with someone else. Some of the ideas you record here will be really helpful when you come to write your UCAS application and personal statement.



## My Learning Log

Heading Higher Passport Plus mandatory module 1.

Theme: Aspiration – **Visit a higher education institution (task 1)**

By doing this module you may find that:

- you are more confident
- you have the ability to go on to HE, more confident that you will 'fit in' at university
- you will get into HE
- you have a sound understanding of what is involved in studying at HE level
- you understand the differences between the way you learn now and how you will learn in HE

**I visited**

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**I learned by doing this activity**

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**How I may use what I learned or experienced**

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**How I benefit, or may change, as a result of the activity or experience**

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**What I will do or explore next?**

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## My Learning Log

Heading Higher Passport Plus mandatory module 1.

Theme: Aspiration – **Talk to a current HE student (task 2)**

By doing this module you may find that:

- you are more confident
- you have the ability to go on to HE, more confident that you will 'fit in' at university
- you will get into HE
- you have a sound understanding of what is involved in studying at HE level
- you understand the differences between the way you learn now and how you will learn in HE

**I talked to**

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**I learned by doing this activity**

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**How I may use what I learned or experienced**

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**How I benefit, or may change, as a result of the activity or experience**

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**What I will do or explore next?**

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## My Learning Log

Heading Higher Passport Plus mandatory module 2.

Theme: Awareness – **Complete a Learning Log**

By doing this module you may find you:

- develop and practise strategies to become a more reflective learner
- know what is important to you in choosing a HE course or provider
- know how your skills and abilities suit you for a particular course(s)
- are able to create a unique and persuasive Personal Statement and or CV

Challenge 1

I learned by doing this activity:

How I may use

How I benefit, or

What I will do, or explore next:

**Remember – by keeping this learning log you are meeting the requirements of HHP Plus mandatory module themed **awareness****

## My Learning Log

Heading Higher Passport Plus mandatory module 3.

Theme: Attainment – **Complete two HE study skill challenges (task 1)**

By doing this module you may find you:

- discover your strengths and development needs as a learner
- develop your leaning skills so you start HE as an effective and independent learner
- are better at time management, note taking, independent thinking, finding using and evaluating information, planning and organising workloads, working with others to achieve an outcome, researching a topic

Challenge 1

I learned by doing this activity

How I may use what I learned or experienced

How I benefit, or may change, as a result of the activity or experience

What I will do or explore next?



## My Learning Log

Heading Higher Passport Plus mandatory module 3.

Theme: Attainment – **Complete two HE study skill challenges (task 2)**

By doing this module you may find you:

- discover your strengths and development needs as a learner
- develop your leaning skills so you start HE as an effective and independent learner
- are better at time management, note taking, independent thinking, finding using and evaluating information, planning and organising workloads, working with others to achieve an outcome, researching a topic

### Challenge 2

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#### I learned by doing this activity

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#### How I may use what I learned or experienced

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#### How I benefit, or may change, as a result of the activity or experience

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#### What I will do or explore next?

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## My Learning Log

Heading Higher Passport Plus optional module 1.

#### I chose

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#### I learned by doing this activity

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#### How I may use what I learned or experienced

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#### How I benefit, or may change, as a result of the activity or experience

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#### What I will do or explore next?

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## My Learning Log

Heading Higher Passport Plus optional module 2.

**I chose**

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**I learned by doing this activity**

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**How I may use what I learned or experienced**

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**How I benefit, or may change, as a result of the activity or experience**

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**What I will do or explore next?**

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## My Learning Log

Heading Higher Passport Plus optional module 3.

**I chose**

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**I learned by doing this activity**

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**How I may use what I learned or experienced**

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**How I benefit, or may change, as a result of the activity or experience**

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**What I will do or explore next?**

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## My Learning Log

Heading Higher Passport Plus optional module 4.

I chose

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I learned by doing this activity

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How I may use what I learned or experienced

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How I benefit, or may change, as a result of the activity or experience

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What I will do or explore next?

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## Heading Higher Passport Plus - Checklist

Use this checklist to mark your progress as you work through the scheme. Think carefully about each stage and then discuss them with your HHP Plus Coordinator.

I have carefully read the eligibility criteria for HHP Plus and I qualify to take part in the scheme

I have the potential to succeed at degree or foundation degree level

I am studying at a HHP Plus approved school/college

I know who my HHP Plus Coordinator is

I have investigated what HHP Plus activities are going on in my school/college

I have chosen the university courses I would like to go on and I have checked that I meet the minimum entry requirements

I have completed the three mandatory modules

I have completed the four optional modules







# Useful websites

UWE and Heading Higher Passport Plus:

**[uwe.ac.uk/hhpp](http://uwe.ac.uk/hhpp)**  
**[uwe.ac.uk](http://uwe.ac.uk)**

UCAS and UCAS tariff:

**[ucas.com](http://ucas.com)**  
**[ucas.com/students/ucas\\_tariff](http://ucas.com/students/ucas_tariff)**

Compare HE courses:

**[Unistats.direct.gov.uk](http://Unistats.direct.gov.uk)**

HE Finance:

**[Direct.gov.uk/studentfinance](http://Direct.gov.uk/studentfinance)**  
**[Scholarship-search.org.uk](http://Scholarship-search.org.uk)**

Visit a HE provider:

**[Opendays.com](http://Opendays.com)**

Job information:

**[Nationalcareersservice.direct.gov.uk](http://Nationalcareersservice.direct.gov.uk)**

Plan your future:

**[Careerpilot.org.uk](http://Careerpilot.org.uk)**

Graduate job information:

**[Prospects.ac.uk](http://Prospects.ac.uk)**

Health-related work and training:

**[Nhscareers.nhs.uk](http://Nhscareers.nhs.uk)**  
**[Nhsbsa.nhs.uk](http://Nhsbsa.nhs.uk)**

The student experience:

**[Push.co.uk](http://Push.co.uk)**  
**[Studentsurvivor.org.uk](http://Studentsurvivor.org.uk)**

# Contact us

## Heading Higher Passport Plus

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