

Session	Suitable for year groups	Gatsby Benchmark
<p><b>Introduction to UCAS</b> This workshop provides an overview of the UCAS process including; how to start researching, the application process, university responses, deadlines and UCAS Extra, Clearing and Adjustment.</p>	12, 13	1, 2, 3, 7
<p><b>UCAS step-by-step workshop</b> In this workshop students set up a UCAS account and each section of the application is fully explained. Students then have the opportunity to start filling in their application.</p>	12, 13	2, 3, 7
<p><b>How to choose a course and a university</b> The workshop aims to prepare students for their next step by identifying factors to consider when choosing a suitable course and university.</p>	12, 13	1, 3, 4, 7
<p><b>Apprenticeships workshop</b> This workshop covers what an apprenticeship is, different apprenticeship levels including Higher and Degree Apprenticeships, the benefits of HADA and where to find an apprenticeship.</p>	11, 12, 13	1, 2, 3, 4, 7
<p><b>Student finance and budgeting</b> This workshop covers what student finance is available, how to apply for student finance, how repayments work and how to survive on a student loan.</p>	12, 13	1, 3
<p><b>Higher Education at College</b> This workshop discusses alternative options to traditional universities and the benefits of college-based Higher Education. It identifies the different qualifications and pathways available as well as giving an overview of the UCAS and student finance processes.</p>	12, 13	1, 3, 4, 7
<p><b>Preparing for the UCAS exhibition</b> The workshop covers how to prepare for the exhibition, what to do during the event and what to do afterwards.</p>	12	1, 2, 3, 4, 7

**Nottingham College DANCOP Workshops 2020/21**

<p><b>CV and covering letter workshop</b> This workshop highlights the key components of a CV and provides students with a template to work from. They are also shown what should be included in a cover letter and shown good and bad examples. This workshop makes links between work experience and enhanced university applications.</p>	9, 10, 11, 12, 13	2, 3, 7
<p><b>Personal statement workshop</b> This workshop covers what to include in a personal statement for both employment and Higher Education. Participants learn how to structure a statement, review examples discuss their strengths and weaknesses.</p>	12, 13	1, 3, 4, 7
<p><b>Interview skills workshop</b> This workshop prepares students for an interview by highlighting how to make a good first impression, the importance of non-verbal communication in an interview and students will also participate in a mock interview exercise. This session links to employment and Higher Education interviews.</p>	9, 10, 11, 12, 13	1, 2, 3, 4, 7
<p><b>Preparing for work experience</b> This workshop identifies the benefits of work experience, why it is important, how to find a placement and how to make a good first impression.</p>	9, 10, 11, 12, 13	1, 2, 3, 4, 7
<p><b>Employability</b> The workshop covers what employability is, what skills, attitudes and qualities employers are looking for and how to make yourself more employable. This workshop links to how work experience can enhance university applications.</p>	9, 10, 11, 12, 13	2, 3
<p><b>Study skills and revision workshop</b> This workshop identifies a range of revision techniques to be used in preparation for exams.</p>	9, 10, 11, 12, 13	1, 3
<p><b>Meet the Graduate Workshop</b> Meet the graduate workshops are designed to introduce learners to a recent graduates or current HE students. This aspiration raising session is structured around a subject specific workshop or demonstration and the opportunity for learners to ask questions about the student experience.</p>	9, 10, 11, 12, 13	1, 2, 3, 4, 7, 8