

Planning to Leave School Handbook



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About Us

Preparing to leave school is a very important step for you. We know that it's a very demanding time, but it's also a fantastic opportunity to gain independence and build resilience. It's normal to feel a mix of emotions and that is why we've created this leavers' booklet, filled with information and advice to help guide and support you onto whatever positive destination you choose.

What Support Will You Get?

On our Young Talent Hub you will find online resources which will signpost you to job opportunities, training experiences and networking events which have been designed to help you understand your options in detail.

What Exactly Is The YT Hub?

The YT **Hub** website has lots of useful information to help break down any barriers you may come across when transitioning from school. It provides access to resources including **housing, finances, applying for jobs and more.**

Throughout this booklet, if you see this symbol 🔍 it means there is further information on our YT website: <https://futureme.mcrpathways.org/>

I'm Not Sure Where To Start

There are many options for you to choose from once you leave school, so don't panic. You may feel confused at times about what pathway you want to choose, but remember, pathways are for exploring what interests you! Make sure you think carefully about your aims, passions and skills.

Let's help you get started.

Plan And Research

- What can I do based on my interests?
- Will this pathway bring me closer to my goal?
- Where is the location of the campus or job?
- Will I need accommodation?
- When should I apply for this? (key dates)
- What are the entry requirements for this course?
- Will I need a student loan for this course?
- What qualifications and experience do I need for this job?

These are questions to ask yourself when thinking about your pathway. Take a look at each of the pathway routes that are of interest to you. There is an **activity section** further on in the booklet page 14, which gives you a space to write out the answers to the above questions. This allows you the opportunity to do some further research.

Take into consideration when looking at the pathways...

Articulation

Some colleges and universities have an agreement set up called an 'articulation route' to university, via college.

This agreement means that if you study an HNC or an HND at college, in some cases, you may be able to progress into university - going straight into either year two from HNC or year three from HND. This means you don't need to repeat a level of study.

Below is an example of two routes that you could take, leading to the same end goal:

4 Year Degree (straight to University of Aberdeen)	College Route into a Degree (through NESCol and onto University of Aberdeen)
BSc Chemistry Year 1	HND Applied Sciences (Chemistry & Physics route) Year 1
BSc Chemistry Year 2	HND Applied Sciences (Chemistry & Physics route) Year 2
BSc Chemistry Year 3	
BSc Chemistry Year 4	

Contextualised Admission



'Contextualised admission' is a term used by universities where they take into consideration additional information when students apply for a course. They understand that grades can be influenced by a range of factors such as an individual's background, the area they grew up in, or if they are care-experienced. All students with potential to succeed, who meet a contextualised set of entry requirements, will be guaranteed an offer to complete university.

<https://futureme.mcrpathways.org/support-including-contextualised-admissions-for-care-experienced-students/>



College

Going to college is a huge life transition and it plays an important factor in achieving both your academic and personal potential. College is an institution that provides further and higher education, with a significantly smaller number of students in your class, compared to university. Typically, each college offers a variety of courses and qualifications to match your interests. Learning takes place in a classroom environment alongside a wide range of ages of students which is a great opportunity to meet others from all walks of life.

Most colleges offer full time, part time, evening and weekend courses, so you can choose an option to work around your schedule that works for you. Each college often has advice and guidance teams that can help you with applications or assist with any additional information that you may need.

What Are SCQF Levels?

The Scottish Credit and Qualifications Framework provides a way of comparing qualifications and helps indicate the complexity and difficulty of a course. There are 12 levels, ranging from National 1 which you start at school - such as access courses - to level 12 which gains you a doctoral degree.

The table below from SCQF shows you how qualifications fit together at each level:

SCQF Levels	SQA Qualifications			Qualifications of Higher Education Institutions	SVQs/MAs
12				Doctoral Degree	Professional Apprenticeship
11				Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate	Professional Apprenticeship SVQ 5
10				Honours Degree, Graduate Diploma, Graduate Certificate	Professional Apprenticeship
9				Bachelors / Ordinary Degree, Graduate Diploma, Graduate Certificate	Technical Apprenticeship SVQ 4
8		Higher National Diploma		Diploma Of Higher Education	Technical Apprenticeship SVQ 4
7	Advanced Higher, Awards, Scottish Baccalaureate	Higher National Certificate		Certificate Of Higher Education	Modern Apprenticeship SVQ 3
6	Higher, Awards, Skills for Work Higher				Modern Apprenticeship Foundation Apprenticeship SVQ 3
5	National 5, Awards, Skills for Work National 5				Modern Apprenticeship SVQ 2
4	National 4, Awards, Skills for Work National 4	National Certificate	National Progression Award		SVQ 1
3	National 3, Awards, Skills for Work National 3				
2	National 2, Awards				
1	National 1, Awards				

What SCQF Levels Are Offered At College?

School College Partnership (SCP) are courses offered by the college to pupils still at school in S4, S5 and S6. Pupils attend classes at one of the campuses one or two afternoons of the week. These courses provide pupils with a unique opportunity to experience college life and gain additional qualifications, whilst still attending school. You should always discuss your course choice with your Guidance Teacher or SDS Careers Advisor. This is so they can:

- Advise you whether it is the right course and level for you
- Discuss how it will fit in with your plans and other studies
- Support you with the online application process and personal statement

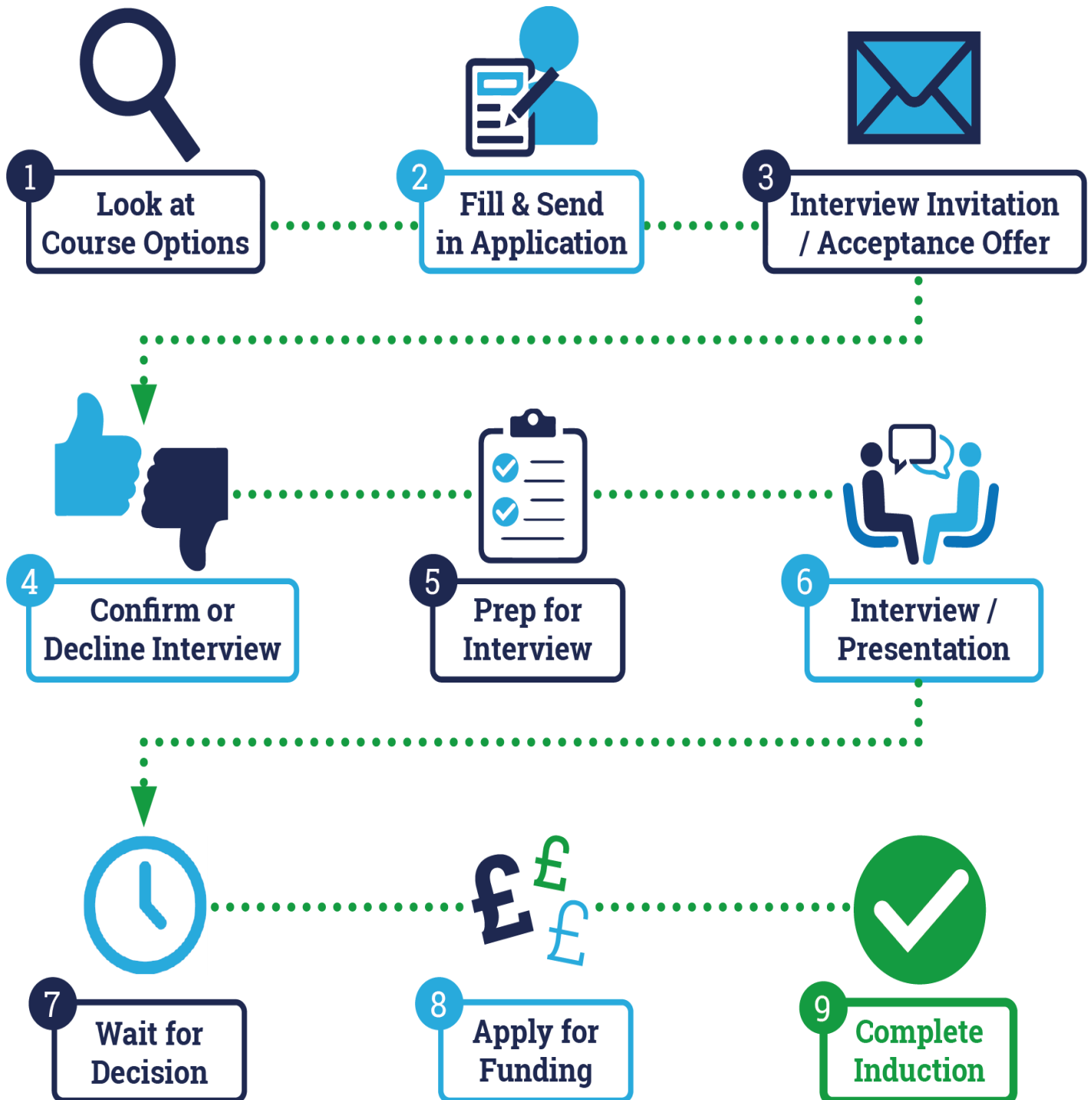
National Progression Awards (NPA) are at SCQF Levels 2-6 and are delivered in partnership between schools, colleges and employers.

National Certificate (NC) is ideal for those with no formal qualifications and includes Standard Grades, National Units, National courses and Group awards.

Higher National Certificate (HNC) is a vocationally focused, higher education qualification. It takes one year to complete and it allows students to apply to an HND programme in the same subject. It is also possible to progress on to year one or two of a university programme, with relevant grades from your HNC course. Your course will consist of a minimum of twelve subject units over the year.

Higher National Diploma (HND) is a higher level qualification which can lead to employment. Alternatively, some students who graduate from an HND course can progress on to university and transfer to the second or third year of the university degree course in some cases. HNDs will consist of a minimum of fifteen subjects over the year.

Applying For College Process





University

Going to university is an extremely rewarding opportunity to help expand your skills, build your peer group and gain confidence. We suggest, if applicable, that you **tick the box** in the care section of the UCAS application form. This allows colleges and universities to send you important information informing you of the support you may be entitled to. Care-experienced refers to anyone who has been, or is currently, in care. This care may have been in many different settings.

Some universities differ in their definition of care-experienced students, so it is worthwhile getting in contact with the university you are applying to or doing some research online. Ticking the box doesn't mean that you are obliged to accept any help immediately, however it is good to know that you have the support there, if needed, with things like financial assistance.

Applying to university may seem overwhelming, but here are some steps to help you prepare with your transition from school to university.

Get Your Application Started For University

Register With UCAS

- Fill in your details, qualifications and course choices (you can choose up to 5 courses).
- Write your personal statement (length – up to 4,000 characters or 47 lines, that's around 650 words, so be clear, concise and relevant). Your personal statement will often be too long as a first draft - this is fine! It is better to have everything you want to talk about written down, then cut it down to make it really concise and relevant. Typing it into a Word document and pasting it into UCAS when it's finalised is a great way to draft.
- <https://www.ucas.com/undergraduate/applying-university/writing-personal-statement/how-write-personal-statement>
- The Studential website has lots of really useful examples, rated by stars, for lots of different subjects: <https://www.studential.com/personal-statement-examples>

- Make sure you don't copy as the UCAS software detects any similarities and this could jeopardise your application. It is a good idea to close any examples you've been reading before you write your own.
- Include your reference and pay your application fee.

All information for UCAS including fees can be found at <https://www.ucas.com/>

Application Update – Track UCAS To See Updates

If you are accepted with an **unconditional offer**, this means you have been offered the course you picked. Congratulations!

If you receive a **conditional offer**, this usually means your offer is confirmed as long as you meet the conditions. For most people, this means waiting for your exam results to make sure you have achieved the course entry requirements.

Visit our YT [Hub](#) for more information on financial support and settling into university.

Considering Medicine/Dentistry?

If you're thinking about applying for either of these subjects, there are some additional requirements that are really important to be aware of. Use the checklist below to keep you right:

- 1. Tell your guidance teacher as soon as possible:** Even if you're not 100% sure you want to apply, it's really important that your guidance teacher knows you're thinking about it. They'll need to be one step ahead with writing your reference because the deadline is earlier for these courses.
- 2. Check your key dates:** These applications tend to take a bit of forward thinking and it's up to you to make sure you're on top of meeting the requirements. You will need to:
 - Have relevant work experience to reflect on before you apply.
 - Have sat your UCAT test the summer before you apply.
 - <https://www.ucat.ac.uk>
 - Have your application ready for your guidance teacher to write your reference in plenty of time.

Ask your mentor or Pathways Coordinator to help you find information from the UCAT website. This will tell you about important deadlines and how to book your test.

3. Find out if you're eligible for the Reach programme The Reach programme may be running at your local university and can provide support with course requirements, applications, interviews and opportunities. They are based in Glasgow, Edinburgh, St Andrews, Dundee and Aberdeen.

Ask your mentor or Pathways Coordinator to help you check your Reach eligibility.



Apprenticeships

Earn While You Learn!

Apprenticeships are extremely rewarding and an excellent way to learn on the job, gain access to a sector you want to work in, all while gaining experience as you earn a salary. Most of your time is spent doing on the job training, and the rest is spent working towards a qualification. You'll get paid a salary and be part of a team, just like a standard employee, but you'll also get dedicated study time throughout the week. Usually, you'll spend 80% of the working week at your place of employment, and 20% at your place of study. There are over 80 apprenticeship frameworks with a variety of opportunities ranging from construction to healthcare and lots more.

There are 3 different types of Apprenticeships available:

- Foundation Apprenticeship
- Modern Apprenticeship
- Graduate level Apprenticeship

Foundation Apprenticeship

This apprenticeship is a great way to build up your knowledge and broaden your options to gain those entry qualifications for college or university. Foundation Apprenticeships begin in S5 or S6. You will spend part of the week out of school at college and with a local employer getting hands on experience. Completion of this apprenticeship will give you the opportunity to progress onto a Modern Apprenticeship or a Graduate Apprenticeship if that is the route you choose to do.

There are 12 available Foundation Apprenticeship subjects to choose from at SCQF level 6, and another 3 at SCQF level 4 / 5. From photography to aerospace engineering, there's bound to be a Foundation Apprenticeship you'll enjoy.

<https://www.apprenticeships.scot/become-an-apprentice/foundation-apprenticeships/>

Modern Apprenticeship

If you are passionate about a particular industry, Modern Apprenticeships offer valuable work experience and allow you to gain industry recognised qualifications. It allows you to learn how the industry works without having to study and be in a classroom full time. Modern Apprentices learn on the job – gaining skills, experience and qualifications that will kick start your career.

You'll learn real life industry skills while you work towards a qualification that's accredited by the SQA. You can choose from over 100 Modern Apprenticeships in different sectors.

The funding contribution towards the cost of training is prioritised to 16 - 24 year olds.

Graduate Level Apprenticeship

Graduate Apprenticeships offer work based opportunities up to a masters degree level. These are the current graduate level apprenticeships.

- IT: management for business and software development
- Engineering: civil, design and manufacture and instrumentation, measure and control)
- Accounting
- Business management
- Construction and the built environment
- Cyber security
- Data science
- Early Learning and Childcare

To apply, you'll need to be aged 16 or over and have the right to work in the UK. Most Graduate Apprenticeships have entry requirements that are similar to an undergraduate degree but will also take into consideration alternative paths of learning. Previous completion of a Foundation Apprenticeship is desirable.

For additional information on what these types of apprenticeships have to offer, please visit the UCAS website where there are videos you can watch.

<https://www.ucas.com/alternatives/apprenticeships/apprenticeships-scotland/what-apprenticeships-are-available-scotland>

To search for apprenticeship vacancies, as well as researching what the foundation apprenticeship subjects available in Scotland, visit:

www.apprenticeships.scot



Employment

Many of you will be taking the leap from school into a job. Whether that's part time work while you study, or full time work, going straight into employment is a great transition for developing your interpersonal skills and gaining experience. There's a few things you'll need to have in place to make a successful transition from school to work. Don't worry about lack of experience! Most employers value the benefits of a young person coming into their workplace and see this as a fresh perspective.

Start by identifying your career goals - This enables you to move step by step, towards your career aspirations.

Get your CV prepared - The goal of a CV is to show an employer that you have the skills and qualities needed for a job. It is important to highlight your achievements and qualifications. Volunteer experiences and clubs can be a great addition to a CV if you do not have a lot or any work experience. Below is a template of a CV to get you started.

 [School Leaver CV Template](#)

It's also important to practise your interview technique. The more you prepare, the more confident you will be. Here are some tips to help you:

Reflect on your skills relating to the job description and person specification

These two key things will help you understand what the job involves, whether it is right for you, as well as helping you to know what to expect from interview questions. Think about the skills you have and match these with the skills and experiences the employer is looking for. For example, if the job involves working with customers, think about a time when you used your skills to help someone by talking to them (particularly if you did this as a volunteer, in a job, or even being a school prefect).

Interviewers often ask you to give examples of a time you showed a particular skill that you would need to do the job. When you are preparing, think about a STAR answer:

Situation - What was the situation you were in? Give a bit of context here.

Task - Was there a problem that needed to be solved?

Action - What did you do about it?

Result - How did things turn out? If it went well, why? If not, what would you do differently next time?

This [video](#) can give you more information about giving STAR answers.

Research and ask people about common interview questions

This is a great way to prepare for more general questions. Some that often come up include: 'Why do you want to do this job/work for this company?' 'What are your strengths and weaknesses?' 'Where do you see yourself in 5 years?'

The more you think about our own skills and experiences beforehand, the better prepared you will be.

Plan your wardrobe

Generally a job interview calls for you to wear something smart, however it's good to have a look at the company's website to get more insight. It's important you look presentable as that's what will make a good first impression.

Research the job you are applying for

Demonstrating that you know what's going on in a particular industry is great for the interview. This can involve finding out about the company, as well as learning more about what the job involves. You can use resources such as My World of Work and people you know who have worked in the industry.

Planning the journey the day before

Check how long it will take you to get there. This will ensure that you're not late, arriving a few minutes before the interview starts will look good, show that you are eager and that you manage your time keeping well.

Always remember to value yourself and stay positive!

These useful websites below are really handy for putting in your location to search for nearby jobs and they also offer a search engine to set up alerts for a specific job title or company that you are interested in.

- <https://www.myjobscotland.gov.uk/>
- <https://www.careerbuilder.co.uk/>
- <https://uk.indeed.com/>
- <https://www.gov.uk/find-a-job>

My World of Work is a very useful website from Skills Development Scotland that has lots of information about different career opportunities. They have grouped similar careers together to make it easier for you to explore.

Visit: <https://www.myworldofwork.co.uk/my-career-options/job-categories>

Setting up a LinkedIn account will also help broaden your network. It's a great way to keep in touch with the people you meet professionally. It allows you to register for job alerts which will be tailored to your areas of interest.

To start up a profile visit www.linkedin.com.

Funding For College And University



	SCQF LEVEL	QUALIFICATION	FUNDING AWARDED
Higher education	10	BA (Hons)	Course paid for by the Student Awards Agency for Scotland (SAAS). Living support available with a repayable Student Loan.
	9	BA	
	8	HND, HE Diploma	
	7	HNC	
Further education	6	NQ, NC	Supported by the college through a non-repayable bursary.
	5	NC, NQ, NPA	
	4	NC, NPA	
	3	Access	

Each campus has a dedicated student finance department who can offer excellent advice and guidance on what is available. Below is a brief explanation of support available.

Education Maintenance Allowance (EMA) (£30.00 per week paid fortnightly) for ages 16-19 year olds who want to continue learning. For more information please go to :

<https://www.mygov.scot/ema?via=http://www.emascotland.com/>

Student Awards Agency for Scotland (SAAS) is an executive agency of the Scottish government and helps support you with tuition fees, bursaries and supplementary grants if you're eligible.

Care Experienced Bursary The Care Experienced Bursary is a non-income assessed, non-repayable grant of £8,100 per year for eligible students who have experienced care in full-time Further (FE) or Higher Education (HE) at college or university.

Care Experienced Accommodation Grant If you're Care Experienced and need help with your accommodation costs during the summer holidays, you may be eligible to apply for the Care Experienced Accommodation Grant. The maximum that they can offer is £105 a week.

The 16 — 19 Bursary Fund This can help with essential education-related costs like lunch, equipment for your course and transport to and from your school or college

You can get up to £1,200 a year if you're in care, a care leaver or you receive certain benefits. Discretionary bursaries may also be available - check if you're eligible and for how much by asking your school, college or training provider's student support services.

<https://www.ucas.com/further-education/post-16-finance-and-support/funding>

For any other additional information on eligibility and how to apply please visit www.saas.gov.uk

Young Persons' (Under 22s) Free Bus Travel

Once you have your [Young Scot National Entitlement Card \(Young Scot NEC\)](#) you can travel on most buses right across Scotland. When you are ready to travel, make sure you have your card with you when you board the bus. Tell the bus driver where you are going then tap your card on the electronic ticket machine. Smart technology will take care of the rest.

How to apply

There are several ways to apply for a new or replacement Young Scot NEC.

[Find out what you need in order to apply.](#)

Your Future Me Plan and Research Activity

The pathway that interests me the most is:

I think this pathway works for me because my interests are:

I have chosen this pathway because I think it will help me achieve my future goal which is to become:

**What entry requirements and experience do I need to be accepted to study or get the job I want?
Do I need to volunteer and build up my CV?**

Where is the location of the campus or job?

**Do I need to relocate?
If the answer is no, will I have enough time to get to my location in the mornings?**

My back up plan is:

What Are My Rights?

Minimum Wage And Apprenticeship Rates

To get the minimum wage workers must be at least the school-leaving age. It is illegal for your employer to pay you less than the National minimum wage. If you are an apprentice you will be entitled to the Apprentice rate if you are aged under 19.

If you are being underpaid and feel uncomfortable talking to your employer about this, then call the ACAS helpline. This helpline provides confidential advice to employees on their rights.

Visit <https://www.acas.org.uk/advice> to ask questions or call the ACAS helpline on Telephone: 0300 123 1100, available Monday to Friday, 8am to 6pm.

For updated information regarding what you are legally entitled to from your employer or to check out apprenticeship rates please visit

<https://www.gov.uk/national-minimum-wage-rates>

Payslips

Payslips are given on or before the day someone gets paid. An employer must give you a payslip by law.

It will show:

- How much pay you're getting for a certain time period
- What has been taken from your pay ('deductions'), for example tax and National Insurance (NI)

Discrimination

It is against the law for you to be discriminated against. If you are treated differently from others because of your age, gender, religion or beliefs, race including colour, nationality, ethnic or national origin, sexual orientation or because of a disability then this is classed as discrimination. To learn more about the types of discrimination such as indirect discrimination and how to take action please visit

<https://www.citizensadvice.org.uk/law-and-courts/discrimination/>

The Equality and Human Rights Commission Helpline is also there to give information and guidance on discrimination and human rights issues 0845 604 5510 9:00am–5:00pm, Monday to Friday.

Leavers Checklist

Birth Certificate

This is proof of your identity and will help you apply for a photographic ID and open a bank account. You can get a copy of your birth certificate from your local registry office.

Bank Account

No matter what progression route you take, a bank account is something you will need to receive wages, student loans, bursaries and pay bills. To open an account you usually have to fill in an application form.

Please Note: When opening your account you will need 2 forms of ID including your full name and date of birth.

Examples of ID are:

- Passport,
- Drivers License or Birth Certificate
- Proof of Address

National Insurance Number

Employers will look for this before you start working in a job. Your National Insurance Number ensures your contributions and tax are recorded. Young people who are looked after by local authorities do not automatically get a National Insurance number.

- For more information on how to get a National Insurance Number for a young person who is in the care of a local authority visit.
<https://www.gov.uk/guidance/national-insurance-number-applying-for-a-number-for-a-looked-after-child>

Personal Statement

A personal statement is a short summary of your education, experiences and achievements. If you are applying to a college or university course or even an apprenticeship you will need to create a personal statement.

CV

A CV is a document used when applying for jobs. It shows employers your previous experiences, education, jobs and any other relevant training that you have done.

Photographic ID

Many employers will request photographic ID to prove your identity when starting a job. There are many forms of photographic ID that will be suitable including; passports, driving licences, citizen's card, Young Scots card and any other form of ID with the Pass hologram on it.

Proof Of Address

Another way to prove your identity is by having a letter. This letter could be a bank statement, a utility bill, mobile phone statement, social work or hospital letter. This will help for a first time PVG application which asks for 5 years address history and 3 years for a credit check for mortgages, finance on cars/furniture etc.

Who Is There To Support Me?

We understand that even if you plan ahead, sometimes life events happen which cause unexpected barriers that you couldn't have possibly prepared for. We offer a listening ear to help you along the way, however, if things get too much for you, we have also put together a list of key services that provide the specialised support you may need. Remember it's okay not to feel okay and you can get through this difficult time. You are not alone. 🔍

PLEASE NOTE: If your life is in immediate risk, call the emergency services on 999

Name	Mental Health Support they Provide	Contact Details
Samaritans	Samaritans Provide a vital lifeline for people in crisis and distress. They are there to listen. No judgement. No pressure. They can help you work through what's on your mind.	Helpline: Call 116 123 Website: Samaritans Scotland
Breathing Space	Breathing Space is a free and confidential phone line for anybody experiencing low mood or depression.	Helpline: 0800 83 85 87 Website: Breathing Space
Carers UK	Support for unpaid carers for family or friends. Caring affects us all at some point in our lives. They are here for you when that happens.	Helpline: 0808 808 7777 Website: Carers UK Scotland
Anxiety UK	Advice and support for people living with anxiety.	Helpline: 03444 775 774 Text: 07537 416 905 Website: anxietyuk.org.uk
Shelter	Shelter provides a full, free housing advice, information and advocacy service.	Helpline: 0808 800 4444 Website: Shelter
LGBT Youth Scotland	National charity for LGBTI young people.	Text: 07984 356512 (Mon - Fri) Email: info@lgbtyouth.org.uk Website: LGBT Youth

Care Experienced Support At Universities And Colleges

Contact Details

We recommend you contact the college or university you're interested in if you have any queries about the support they offer to care experienced students, so that they can provide you with up to date information. There should be a named point of contact at every university in Scotland for care experienced students who you can contact for information and advice.

Name	College/ University	Role	Contact Details
Anna Johnston	University of Aberdeen	Directorate of external relations	accessaberdeen@abdn.ac.uk
Rachael Hinchliffe	Abertay University	Student Advisor	advisory@abertay.ac.uk
Emma Richards	University of Dundee	Res-Life Manager	ERichards001@dundee.ac.uk
Jess Hume Kirstin Henry	University of Edinburgh	Widening Participation Team	edinburghcares@ed.ac.uk
Mairi Taggart Nicola Kennedy	Edinburgh Napier University	Care-experienced named contact for students Widening Participation and Outreach Officer (School Partnerships) UK Student Recruitment & Widening Participation	m.taggart@napier.ac.uk The general email is wideningaccess@napier.ac.uk Any pre-entry questions Contact n.kennedy@napier.ac.uk
Dan Keenan Jennifer Weightman	University of Glasgow	Widening Participation Articulation Officer Development Officer	daniel.keenan@glasgow.ac.uk Jennifer.Weightman@glasgow.ac.uk
Rachel Hyslop	Glasgow Caledonian	School Connect Manager and Named Contact for	Rachel.Hyslop@gcu.ac.uk

James Moohan	University Glasgow Caledonian University	Care-Experienced And Estranged Students	James.Moohan@gcu.ac.uk careleavers@gcu.ac.uk
Rickie McNeill Leeanne McKenna	Glasgow School of Art	Named person at the GSA for care experienced students Named contact before the applicant becomes a GSA student	R.McNeill@gsa.ac.uk le.mckenna@gsa.ac.uk Encourage to use this wp@gsa.ac.uk
Emilie Dufresne	Heriot-Watt University	Widening Participation Officer	wp@hw.ac.uk
Gayle Green	Queen Margaret University	Head of Widening Participation and Outreach	GGreen@qmu.ac.uk
Connor Anderson	Robert Gordon University	Regional Schools Engagement Manager	c.anderson7@rgu.ac.uk
Jesse Paul Pauline McCluskey	Royal Conservatoire Of Scotland	Fair Access Manager, Academic Innovation	j.paul@rcs.ac.uk P.McCluskey@rcs.ac.uk
Susan McGuire	Fife College	Corporate Parenting Coordinator	susanmcguire@fife.ac.uk wecare@fife.ac.uk
Joanna Fry	University of St.Andrews	Access Manager: Widening Access and Transitions	CareExperienced@st-andrews.ac.uk
Alan Waddell Lesley Brown	University of Stirling	Student Recruitment Manager (Scotland & Widening Participation) Communications, Marketing and Recruitment Student Support	wp@stir.ac.uk enrolled University of Stirling students - ask@stir.ac.uk
Deborah Duncan Iain Mitchell	University of Strathclyde	Senior Widening Access Support Officer Student Experience	d.duncan@strath.ac.uk i.mitchell@strath.ac.uk
Alison Hillis	University of the West of Scotland	Student Recruitment Senior Team Leader	wecare@uws.ac.uk

Jen MacKenzie	Borders College	Student Services Team Lead (Care Aware and BYT Co-Ordinator)	careaware@borderscollege.ac.uk
Louise Downie	City of Glasgow College	Student Services	careexperienced@cityofglasgowcollege.ac.uk 0141 375 5120
Catherine McCormack	Edinburgh College	Student Experience Manager (Learning Support & Wellbeing)	Catherine.McCormack@edinburghcollege.ac.uk learning.support@edinburghcollege.ac.uk
Angela Smith Mhairi Harvey Alison Harris Lynne Frail Emma Brown	Forth Valley College	Learner Adviser Team Support and guidance advisors.	angela.smith@forthvalley.ac.uk mhairi.harvey@forthvalley.ac.uk alison.harris@forthvalley.ac.uk lynne.frail@forthvalley.ac.uk Emma.brown@forthvalley.ac.uk Recommended email to use first - supportandguidance@forthvalley.ac.uk
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