

# Working With You

School Liason team



Leeds  
Sixth Form  
College

# About us

Our information, advice and guidance (IAG) qualified team is made up of teachers, performers, explorers, musicians, foodies, footie fans, forensic scientists, and more. But most importantly, we're further education experts, champions of equality and diversity, and here to help your students with their options. We are the School Liaison team, and we're here for you and your students.

If you are a school or provider in Yorkshire, we'd love to support you with:

- Careers fairs
- Parents' evenings
- Bespoke transition talks
- Assemblies
- Discover days
- Campus tours
- Progression workshops
- Virtual Engagement

Our free service includes providing information on each of the college's curriculum areas, updates on the range of courses and apprenticeships, and the choice of career options available to prospective students.

Each event and activity can be tailored to meet your students' needs. Keep track of our holiday campus tours, virtual activities and engagement throughout the year and bespoke events on the Leeds Sixth Form College website.

We loved working with each and every school last year, and can't wait to work with you again.



# Exploring post-16 options

We offer impartial information and guidance about further education courses, in group or one-to-one settings. We fire up imaginations and bust myths along the way.

## Assemblies

A popular service of ours is taking assemblies for all year groups to give students information about the different options available at Leeds Sixth Form College, giving them an insight into college life.

In these, we give the most up-to-date information, advice and guidance (IAG) to your students so that they can make clear and informed decisions about their options in an entertaining and engaging way.

We can now host virtual assemblies and offer video resources at your schools, such as our How To Apply webinar. For more information on these popular videos please contact us.

## Careers Fairs & Parents Evenings

We can discuss students' future pathways and the courses available that will help them get to where they want to be. We also attend schools' parents' evenings for Key Stage 4 groups. We do Careers Fair type stalls at Parents Evenings, let us know if you would like us to come and meet your students.

If you have secured a date and would like us to come along to your careers fair, email: [transitionteam@leedscitycollege.ac.uk](mailto:transitionteam@leedscitycollege.ac.uk) and get your event in our diary.



## Life as a student

Our 'Life as a Student' sessions can be an important dimension in decision-making and are available to groups both at your school and at Leeds Sixth Form College. Students will be able to discover what it's really like at college and will be able to understand their future options to help them plan their post-16 education.

## Campus Tours

Our popular and entertaining campus tours are the perfect way for students to visit the college and discover the opportunities we have on offer, as well as our amazing facilities.

Look out for our holiday and personalised tours. Dates are on our website. Parents, carers and families are also welcome.

# Progression activities

Our fabulous targeted sessions can be booked for specific groups of students to help ease the nerve-wracking transition from school to college. The content and length of these sessions can be written specifically to match the needs of any particular group of students. They will include all the information needed to aid the transition process, covering a wide range of topics.

## Transition Talks

These sessions are aimed specifically at year 11 students who have applied for a course at Leeds Sixth Form College but are apprehensive or nervous about the interview process or starting the college in September. Our small group sessions build students' confidence and help them prepare for life at college.

## CV Support

These sessions offer students the opportunity to understand the components of a CV and understand the skills and experience they may need for a chosen career. The aim is for the students to write a fun and engaging CV with the use of role-play, while also ensuring they include the important information that fulfills the requirements of a successful CV. This will give the students a chance to see how essential it is to promote their abilities, skills and knowledge so they stand out from the crowd.

## Your Route to

This session is aimed at encouraging students to research their career route, looking at what's essential to reach their long-term goals and allowing students to take control of their own personal development.

## Skills workshops

These activities look at essential and transferable skills for the sector students are interested in, evaluating their own personal development, helping them identify their strengths and areas of improvement.

## A-Z Careers!

A fun activity to get any age group scratching their heads! A-Z Careers takes around 30 minutes to complete and can be shortened should you want an icebreaker instead of a fully fledged activity. Students can work in teams or individually thinking of as many careers as they can using each letter of the alphabet: fun, fast paced and a fantastic game to show a plethora of different careers available and how they can get there.

## Mythbusters!

This game is a short activity that supports transition. The game seeks to dispel common misconceptions that students might have about Leeds Sixth Form College and teach them some interesting facts through a true or false game.





# Interested in our events and activities?

The School Liaison team would love to meet you and discuss bookings and college information. If there is a session or activity that you are interested in that is not detailed in this booklet, please just let us know.

## **Student applications and interviews**

For information about student applications to Leeds Sixth Form College and upcoming interview dates, get in touch with your School Liaison contact. Due to GDPR guidelines, we will need a signed Progression Data Agreement in order to send student information. Book a meeting with us and we can make all the arrangements.



get in touch  
with your School  
Liaison Officer



or email  
[transitionteam@leedssixthform.ac.uk](mailto:transitionteam@leedssixthform.ac.uk)

# Pathways

## Entry Requirements

The general entry requirements are five GCSEs graded 9-4 including English and maths (or equivalent) and three additional GCSE qualifications at grade 9-4 or BTEC equivalents. Individual subject entry requirements vary, you can see these in our prospectus or on our website.

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## Omega

A Levels over 2 years (possibly 4 depending on progress). Applications for medicine/veterinary/dentistry, Oxbridge or Russell Group Universities will require at least 2 traditional subjects such as maths, further maths, English literature, physics, biology, chemistry, history, geography, and modern foreign languages.

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## Zeta

3 A levels over 2 years in a choice of subjects. Possible destinations include a university degree at Russell Group or other universities or higher apprenticeship.

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## Gamma

2 or 3 A levels over 2 years in a choice of subjects including applied A Levels. Possible destinations include a University degree at a variety of universities or higher apprenticeship.

## Delta

Designed for students aged 16-18 who aspire to study A levels but do not yet have the foundation at GCSE level to do so. Students will study a package of 5 GCSEs in year 1 and on successful completion at grades 9-4 will go on to study A levels in year 2 and 3.

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## Delta (5 GCSEs programme only)

For this pathway, there are no fixed entry qualifications and applicants may or may not have previously studied GCSEs. Our experienced staff will consider the individual's educational background, qualifications and experience of each applicant. The requirement for entry is that students must have a reasonable chance of securing grade 4 or above in each of the subjects to be taken at the end of the year of study.





“Interesting, helpful and inspiring.”

Crawshaw Academy student

“The day was fantastic and we would like to extend our thanks to all of you for your efforts.”

Benton Park staff

“The staff were friendly and the taster session was fun.”

Guiseley School student

“It was great. I am now encouraged to look at all the courses Leeds City College offers.”

Guiseley School student

“Fabulous, incredible, amazing.”

Leeds City Academy student

“Thank you for showing our pupils around your college. They were inspired at what they saw.”

Springwell Academy staff

# Application process

## 1 search for a course

Search our website, attend an event, just pop in to the college!



## 2 apply for a course

Students can do this online, over the phone or in person - school students sometimes apply via Start.



## 3 your interview

We will email students to choose their interview date and time.



## 4 student offer

Students will receive an offer from us. If for any reason we can't offer them a place, we will work with them to find an alternative option.

## 5 taster days

An opportunity for students to check that the course is right for them. We will contact them with a suitable time and date, so they can come down and see what it's like.



## 6 enrol with us

Students will be invited to come in and enrol on their chosen date and time, where they can collect information about their first week and course timetables.



## 7 start college



### GCSE Results Day

A representative from Leeds City College can attend your school on A level or GCSE results days. Staff from the college will be available to support students who need information about alternative options, as well as those who have already applied to Leeds Sixth Form College and need information about the enrolment process.



# Information for students

- Time off school might be needed for the interview.
- Everyone who has applied will be contacted by email in the first instance.
- Everyone who has applied will receive a reminder text message on the day of the interview.
- On the interview day, offer cards are given out with course details and other useful information.
- If the course applied for isn't right, we will help find an alternative.

When enrolling, the following are needed:

1. One form of identification from the below:

- Passport
- Driving Licence
- Official Photo ID
- National Identity Card
- National Insurance Card
- Utility Bill
- JCP Documentation
- Benefits Evidence
- Exam Certificate
- Debit or Credit Card

2. National Insurance number (including card, letter or email)




3. Copies of examination results, students will not be able to enrol without this information.



# Helpful information

We also offer support with transport, subject to availability and criteria.

## Follow us

-  /leedssixthform
-  @leedssixthform
-  Leeds Sixth Form College



find out more,  
call: 0113 386 1997



or email  
[courses@leedssixthform.ac.uk](mailto:courses@leedssixthform.ac.uk)

# Useful links

## Leeds Pathways

[leeds.gov.uk/leedspathways](https://leeds.gov.uk/leedspathways)

## National Apprenticeship

[gov.uk/apply-apprenticeship](https://gov.uk/apply-apprenticeship)

## National Careers Service

[nationalcareersservice.direct.gov.uk](https://nationalcareersservice.direct.gov.uk)

## Leeds City College

[leedscitycollege.ac.uk](https://leedscitycollege.ac.uk)

## University Centre Leeds

[ucleeds.ac.uk](https://ucleeds.ac.uk)

## Keighley College

[keighleycollege.ac.uk](https://keighleycollege.ac.uk)

## Harrogate College

[harrogate-college.ac.uk](https://harrogate-college.ac.uk)

## Finance Link

[leedssixthform.ac.uk/financial-support](https://leedssixthform.ac.uk/financial-support)



## Service Level Agreement

Our Service Level Agreement outlines the key responsibilities and codes of conduct of both parties (ie Leeds Sixth Form College and your school or college) participating in our recruitment and school liaison activities. You can download it via the School Liaison webpage activities. You can download it via the School Liaison webpage.

[leedssixthform.ac.uk](http://leedssixthform.ac.uk)