**Appendix 3**

**Briefing sheet for students giving talks at schools and colleges**

When attending a school or college you should:

* Provide full and honest information; make sure the information you give is accurate and up to date;
* Not make negative comments or comparisons about other courses or universities;
* Provide time for questions at the end;
* Take the contact details of students whose questions you can not answer;
* Adhere to all the health and safety requirements of the school/college;
* Switch off your mobile phone while delivering their talk;
* Present your course, The University of Manchester and Higher Education in such a way as to promote a positive view of Higher Education to prospective students.

You should include the following information in your talk:

* **Different types of courses** (e.g. with a year abroad, with industrial experience, with a foundation years)
* **Outline of study and assessment methods used** (including information on contact hours, lab work, field work, dissertation topics, independent research opportunities, the university library and facilities for their course, the role and structure of each year and the importance of the assessment performance connected to each, opportunity for free choice modules and/or specialisation in a niche area)
* **Academic and Pastoral support available** (including information on any introductory/preparatory modules available to support transition in first year, the role of the academic advisor/personal tutor, peer support/PASS)
* **Entry requirements and selection process** (what subjects/grades did you get in your Level 3 qualifications, what did you include in your Personal Statement, did you have an interview/admissions test, is work experience required or recommended, what is a typical offer for your course currently: **remember** this may have changed since you applied!)
* **Professional accreditation** (where appropriate and why it may be important to consider)
* **Employability and the careers service** (have you used the careers service, do you have any plans for after graduation, have you attended careers fairs/events organised for your subject area)

The following non-subject based areas could also be discussed (as requested by the school/college):

* **Student Accommodation** (where you currently live and where you have lived in previous years, particularly highlighting University Accommodation and the pastoral support available here)
* **Extra Curricular activities** (including any sports teams, clubs or societies you are involved in, student radio, newspaper, Student Ambassador programme, Students in Schools, Manchester RAG etc, particularly highlighting anything you were not involved with before university)
* **Living in Manchester** (night-life, music venues and gigs, shopping, sporting events, city-based events and activities e.g. Manchester Pride, Christmas Markets, Manchester 10k, travel around the city/public transport)