

**‘How to’ Open Days - Delivery Notes**

**Aim of the activity**

This session helps learners to understand what a HE Open Day is and how to make the most of them. Learners will have the chance to put together an open day action plan.

**Duration**

All of the ‘how to’ presentations have been designed to be flexible. Please choose which slides you will use as you see fit for the time you have available.

*Less than 20 minutes:* Talk through slides 1 to 6.

*20-60 minutes:* Full presentation – adapt as needed.

**Resources**

* Computer
* Screen to display the PowerPoint e.g. Whiteboard
* ‘How to’ Open Days PowerPoint
* Print out of slide 8 – 1 per student (optional)

**Delivering the activity**

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| **Slide** | **Delivery** |
| 1 | * Put this slide up as learners enter and get settled. |
| 2 | * Short introduction to GHWY and the topic:   + GHWY - ‘GHWY is a partnership of 13 HEP’s across West Yorkshire. Our aim is to work together to make sure young people and their parents/carers have the right information to be able to make informed decisions around Higher Education’.   + Today we’ll be looking at Open Days. |
| 3 | * Talk through slide, introducing them to what an open day is |
| 4 | * Talk through slide, introducing them to what happens at an open day |
| 5 | * When do open days happen |
| 6 | * Tips for preparing for an open day |
| 7 | * Please see below for some guidance towards examples of answers to the scenarios. Please note these are not exhaustive lists. * Student A: Would benefit from talking to accommodation, commuting students, course team to gain insight into contact team. They would look at questions around transport links in the area of the university, how many students commute, any cost saving suggestions and support for students who commute in meeting new people and societies students can join. * Student B: Would benefit from talking to both of the course teams, student ambassadors from both areas and the careers team. They would look at questions around the different courses available, what modules are involved, any placement opportunities, the careers prospects of both and how they are assessed. * Student C: Would benefit from talking to the course team and the study abroad team. They would look at questions around placement opportunities, study abroad, financial support, careers prospects and courses that would allow them to study in this way. * Student D: Would benefit from talking to the disability support team, course team, wellbeing team and student ambassadors. They would look at questions around the support that is available, how to access any support, how their course is structured and assessed as well as any current students with dyslexia experience. |
| 8 | * Finally, students are encouraged to design their own Open Day Action Plan. This is to encourage students to think what they want to get out of their own open days. Students can either create their own or a printout of slide 8 can be used. |