**University for All**

**WP Outreach Coordinating Network**

**Draft Check -List Tool**

The overarching Goal of the WP Outreach Coordinating Network is:

* To develop a university wide coherent approach to delivering WP outreach to our community partners in low progression communities.
* To contribute to ensuring a diverse UCD student population

WP Outreach contributes directly to the foundations and scaffolding of the University for all initiative. Over the last year, the key theme emerging from the WP Outreach Coordinating network representatives is the desire to articulate the role of the WP Outreach Coordinating Network reps with a view to developing a university-wide coherent approach to delivering WP outreach.

Using the self-assessment toolkit approach from the University for All framework, WP Outreach reps are asked to assess/review their College, School/Unit using the checklist. It is hoped this check- list tool would be helpful in creating awareness of the key components of WP Outreach and assisting Colleges, School/Units, to identify the WP Outreach priorities they wish to focus on at this time. Certain components may be more relevant to certain colleges, schools/Units depending on their particular focus and timeframe.

Access & Lifelong Learning’s Outreach programme is structured around these components and the ALL Outreach Team is available to collaborate with WP Outreach Reps to develop actions, to contribute to the development of a more coherent approach to WP Outreach across the university.

The key components for consideration when delivering WP Outreach are;

* Access Admissions Pathways
* Information and Guidance
* Opportunities for student experience & engagement
* Mentoring & Utilising Role Models
* Visibility for WP Outreach

**Access Admissions Pathways**

Access Admission Pathways include - HEAR, DARE, QQI-FET, Mature Entry, University Access or Open Learning.

* Has your programme developed a full range of access admissions pathways for all under-represented student groups as identified in the National Access Plan?
* Does the Widening Participation Representative or WP Outreach Coordinating network representatives take part in enrolment planning?
* Is your access quota in line the institutional quota of 24%?
* Is your access quota distributed across all pathways?
* Is your access quota transferable across all pathways to maximise access admissions?
* Does your programme undertake an annual review of enrolment Planning?

**Information & Guidance**

* Does your school/Unit promote the full range of admission pathways into your undergraduate programmes
* Does your school/unit provide access admission pathways visibility on Open Day and evenings?
* Does your promotional material reflect UCD’s diverse student population? Promotional materials include websites, brochures, prospectus, vidoes, photographs etc.
* Does your programme activity promote the access admissions pathways ( HEAR. DARE, QQI-FET, Mature, Uni Access Open Learning) ?
* In the promotion of your programme, does your school/college engage in visits to DEIS School, College of Further Ed and community groups?

**Opportunities for student experience & engagement**

* Does your school/college/unit contribute to ALL outreach student experience activities?
* Does your school have its own bespoke student experience initiatives?
  + Does ALL Staff contribute to your activities?
* Are inclusive practices and UDL considered in the planning and implementation of these initiatives?
* Does your school/unit engage with DEIS Schools, Colleges of Further Education and community groups in the catchment area?
* Is there an opportunity to use your school/college research as a mechanism to engage with communities in UCD’s catchment area?
* Does your school/unit currently deliver WP Outreach on-line or in person

**Student Mentoring and Role Models**

* Does your school engage in student mentoring for prospective students?
* What student mentoring initiatives are available in your school/college?
* Does your school contribute to the ALL Future you mentoring
* Does ALL contribute to your student mentoring?
* At what state is mentoring provided - pre-entry/post entry or for early career progression?
* Can you Identify see one be one role model in your programme to reflect UCD’s diverse student population?

**WP Outreach Visibility**

* How does your programme share good practice examples
  + WP Outreach Network
  + School/College committee meetings
* Is WP Outreach a standing item on any programme or school committees?
* Is WP and related outreach activity visible on your website
* Is your WP outreach work visible on any UCD websites - Access & Lifelong Learning or school/college website?
* Have you shared your outreach practice with the WP Outreach Coordinating network or any other Community of practice?
* How does your school capture data on outreach?

**Available Resources & Support**

* ALL Team - Outreach Officers
* Pathways to the Profession Coordinator
* Utilising the WP Outreach Network for feedback, to help develop ideas and exchange examples of good practice
* The University for ALL tool kit and implementation plan
* WP Rep and the Faculty Partners