**IAG for Mature Students – List of Resource Artefacts**

Hughes, A., Slack, K. and Mangan, J. (November 2014). *Developing effective Information, Advice and Guidance (IAG) to support informed HE decision making by mature students.* Consultancy work commissioned by Staffordshire University's Widening Participation Fund.

Brings together researchers and practitioners to develop IAG materials to support informed decision-making amongst mature students who are potential HE entrants. Includes the views of potential mature students in colleges and charities such as the Prince’s Trust. Outputs include a set of piloted and evaluated resources.

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| **Fact Sheet (FS)** | **Title** | **Description** | **Appropriate for …** |
| 1 | Information gathering and assessment: Finding out information about Universities OR Apprenticeships – Parts 1 & II | Guide to the pros and cons of data sources. | Good basis for a discussion with students considering either route (e.g. Access course students) to help them to start thinking about the search process. |
| 2 | Choices when considering a FE course | Issues which students need to take into account when making choices, e.g. fulfilling entry requirements.  Activity planning/recording template. | Pre-FE/Access course; students thinking about university at some point in the future. Students considering training/education to enter a career or change career. |
| 3 | Choices after your FE course | Options after FE and questions to consider. Information to help answer the questions including websites for further information.  Activity planning/recording template. | Students deciding what to do post – FE (university, apprenticeships or work-based learning, vocational qualifications). |
| 4 | Student funds – nursing | Basic terms used in student finance and information on where to find further information. | Students hoping to go into nursing or other healthcare professions. |
| 5 | Common terms and qualification levels | Basic information on qualification levels to help students understand some of the information on college/university websites or prospectuses. | Anyone considering adult learning. |
| 6 | Useful career information websites | Questions to consider and websites with career information, including volunteering. | Good starting point for anyone considering future options – useful in terms of prompting them to start researching. |
| 7 | Key facts on Access to HE Diplomas, Foundation Degrees and Top-Ups | Information and websites relating to the different courses. | Useful for those with less knowledge of HE but who need to choose between these options. |
| 8 | Example cards of websites information | Key websites which have information outlined in more detail on the Fact Sheets. |  |
| 9 | Writing CVs and job applications and preparing for interviews – useful websites | Information on key websites offering information and guidance on applying for a job, preparing for an interview and tips about what to expect. | Anyone applying for a job. Use in conjunction with FS10. |
| 10 | Finding out information and preparing for an interview for a part-time or full-time job | Things to do before an interview, questions to ask and questions which might be asked during an interview.  Activity planning/recording template. | Anyone with an interview for a job. Use in conjunction with FS9. |
| 11 | Finding out information and questions to ask before applying to be a volunteer | Questions to consider before you contact an organisation, questions to ask, useful websites.  Activity planning/recording template. | Anyone interested in volunteering. |
| 12 | Finding out information and questions to ask before going for an apprenticeship interview | Includes things to do beforehand, questions to ask and questions you might be asked.  Activity planning/recording template. | Anyone applying for an apprenticeship. |
| 13 | Financial support | Question and answer sheet about financial support for HE study. | Students who are thinking about going to university. |
| 14 | 3 steps to finding out information about universities | Key things to consider when making a choice, how to find information and key websites.  Activity planning/recording template. | Anyone considering university – either pre-Access or Access students. |
| 15 | Countdown to university | Helps students applying to university to identify key actions and deadlines in the process. | Students applying to university. |
| 16 | Deciding to enrol on an Access to HE Diploma – questions to consider | Questions to consider before enrolling and websites providing further information.  Activity planning/recording template. | Anyone considering an Access course. |
| 17 | Money management | Information on the different forms of debt with links to websites. | General. |