Welcome, and thank you for signing up to the Reach Project. This guide includes all the information you require as a Reach pupil to get the most out of the project as you embark on your senior phase at school and transition to University study.

WHAT IS REACH?

The Reach Project is a national initiative supporting and enabling young people on their journey to a 'high demand' profession.

Reach Tayside is co-ordinated at the University of Dundee and works with pupils who are interested in studying Medicine, Dentistry, or Law. We also have partners at Aberdeen, Edinburgh, Glasgow and St Andrews Universities. Through our partners we can also support pupils who are interested in studying Vet Medicine, Applied Psychology, Management and Economics.

WHO ARE THE REACH TAYSIDE TEAM?

Gemma & Fiona – Reach Tayside Project Officers

Gemma & Fiona coordinate the Reach Tayside project. Helping you explore your career options and supporting your application to University is their job. Gemma & Fiona regularly visit schools and manage all on campus events. They will work with you on a 1-2-1 basis to help you get the help that you need to find out about the profession that you are interested in and give you all the support you require with your application. Gemma & Fiona both work part time and share the role of Reach Project Officer. In addition to being a Reach Officer, Gemma is also studying Dentistry at the University of Dundee.

Jan Murphy – Reach Administrator

Jan is responsible for administration of Reach Tayside. She manages all pupil registrations and event communications etc. If you have any questions about signing up to events, getting there or what to expect then Jan can help. You will receive many emails from Jan
informing you about Reach opportunities so look out for them and pay close attention to her instructions!

Helen Hardman – ACES Tayside Project Officer

Helen manages our sister project ACES (Access to Creative Education in Scotland) which works in the same way as Reach, but focuses on the creative degrees including Art & Design and Architecture. You will often see Helen in your school with Gemma & Fiona, we are a team! Some of our pupils in S4 & S5 decide to work with both projects as they are unsure as to exactly which career is right for them. In S6 we hope that you will have decided on which career you’d like to pursue and will therefore work with either Reach or ACES.

WHO CAN TAKE PART IN REACH TAYSIDE?
Priority is reserved for those attending a Reach partner school in Tayside. Some Reach pupils from elsewhere in Scotland can also take part if they attend a Reach partner school.

HOW CAN REACH HELP ME?
Reach hopes to help you learn about what it’s like to have a career in the medical, dental or law profession and the training involved. We bring current students into your schools so you hear about their experiences and learn about university life. We have a full calendar of events at the University of Dundee so you can further explore university study and working in your chosen profession. To apply to study these courses at university you have to show evidence of work experience and a sound understanding of the career, so we can help you arrange these opportunities.

WHAT EVENTS CAN I TAKE PART IN?

On campus events
Our on campus events range from our big Explore events where you will spend all day on campus learning about medicine, dentistry or law to our smaller focused events such as the Surgical Skills & Anatomy, or the Legal Advice Workshop which aims to give you practical experience relevant to your university application. We also offer a programme of application support to help you understand the UCAS form and how to write an effective application, prepare for the UKCAT test and interviews.

Student shadowing
Student shadowing days are unique opportunities for you to live the day as a current medicine, dentistry or law student. You will buddy up with a student and spend the day with them in lectures, tutorials, clinical skills activities, ward rounds, treatment clinics, legal advice clinic and library visits. There is no better way for you to gain insight into the life of a university student than becoming one yourself!

Work experience
You are required to undertake work experience in your chosen field for your university application. Reach Tayside have partnerships with local GP
Practices, Dental Surgeries and Law Firms to offer work experience placements for Reach pupils. We also arrange small group visits to local Sheriff Courts with a current law student where you will learn about court proceedings and meet the Sheriff, Sheriff Clerk and Solicitors.

**HOW DO I SIGN UP TO EVENTS?**
All of our events are listed on our website [www.dundee.ac.uk/reach](http://www.dundee.ac.uk/reach). All of the event bookings are managed by Eventbrite. You will find links to each event in Eventbrite from our website. Please note that you will be unable to ‘search’ for Reach events in Eventbrite as they are listed as private. The only way to access the Eventbrite for booking events is via our website or any links that we email to you. If you have any queries about this then please contact Jan.

**WHAT SHOULD I DO IF I CAN NO LONGER ATTEND AN EVENT?**
It is really important that you let us know if you can no longer attend an event. Our events have limited places and we always operate a reserve list. If you don’t let us know that you can’t make it then you are preventing another Reach pupil the opportunity to attend. If you are ill, have transport or any other issues on the day of the event then please get in touch with us as soon as you can. Jan will send you reminder emails about events so please let her know if you think you may be unable to make it.

**HOW DO I APPLY FOR STUDENT SHADOWING OR WORK EXPERIENCE?**
To apply for student shadowing and work experience you are required to complete a separate application form. For work experience you are required to write a short personal statement in support of your application and get a teachers reference. If you’d like an application form please contact Jan.

**WHAT IS PROFESSIONALISM, AND WHAT PROFESSIONAL BEHAVIOUR IS EXPECTED OF REACH PUPILS?**
We understand that things happen which mean you can no longer attend events that you have signed up for. If you don’t inform us of this then we consider this as unprofessional behaviour. If we have arranged a work experience or student shadowing day for you we expect that you will communicate directly with the students or professionals (doctors, dentists or lawyers) in the same way. If you are running late or are no longer able to attend you must inform them straight away. We can help you arrange alternative days to visit.

**HOW CAN I CONTACT THE REACH TEAM?**
The best way to contact us is via email reach@dundee.ac.uk. Jan, Gemma & Fiona have access to this inbox and regularly check all incoming enquiries.
You can also contact us via telephone. As Gemma & Fiona are often out of the office at events then Jan is the best person to contact in the first instance.

Jan: 01382 381899 | Fiona: 01382 386647 | Gemma: 01382 388900
or Reach Mobile 07889646427

HOW DO I KEEP UP TO DATE WITH REACH?
The majority of communication with Gemma, Fiona & Jan will be via email reach@dundee.ac.uk. Please check your email inbox regularly for information from us and event invitations.
Reach also uses social media for updates on events and activities. We have a Facebook page www.facebook.com/reachtayside which is open for everyone to access. We also have private Facebook groups, one for current applicants to medicine and dentistry, and another for current law applicants. We use these groups to share resources and discuss applications. You can follow us on Twitter @reachtayside and of course find a lot of information on our website www.dundee.ac.uk/reachtayside.

HOW CAN I MEET OTHER REACH PUPILS FROM DIFFERENT SCHOOLS?
Reach works with many schools across Scotland which makes attending our events a great way to meet likeminded pupils with similar career ambitions to you! Some of our pupils have met friends for life through Reach and are now studying and living together at University! Our social media is another great way to meet other Reach pupils. Use the Facebook group to communicate and tweet about our events.

HOW DO I GET INFORMATION ABOUT THE COURSES I’D LIKE TO APPLY TO?
There are links to useful resources on our website www.dundee.ac.uk/reach - scroll down to the bottom and click on the resources tab.

WHAT IF I NEED ANY OTHER HELP?
If you have any questions, or need any other help then please do not hesitate to contact us. We are here to help you!