

Creating a  
Curriculum  
Vitae (CV)

Guide to  
Completing  
Your UCAS  
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Statement

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Quick Guide  
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Education

Retention &  
Progression  
Guide

## Retention & Progression Guide

The Retention and Progression Co-ordinators are here to support you if you are experiencing problems that may affect your education. The team will work to ensure you get the help and support you need while you are at college.



Hugh Baird  
COLLEGE



## What does Retention & Progression mean?

Retention is about helping you to stay in college and complete your course. To do this, the Team can work with you to help overcome any barrier that could stop you from completing your course and gaining an education. This can include personal problems, housing issues, attendance problems and behavioural issues. If you are experiencing any issues that are affecting you, the team will be there to help when possible or will be able put you in touch with someone else who can.

Progression involves providing advice and guidance about the options available when you complete your current course. This includes giving course advice, careers guidance, help with CVs and advice about interviews. As qualified Careers Advisers, the Team can give guidance about career options and employment opportunities, apprenticeships and university; the Team will also provide support with completing UCAS applications.

## What we do

The Retention and Progression Co-ordinators are here to support you if you are experiencing problems that may affect your education. The team will work to ensure you get the help and support you need while you are at college.

The Team are available to talk to you about any problems or worries and can provide 1-to-1 advice and guidance on any issues you may experience, such as:

- Personal issues
- Confidence building
- Homelessness
- Volunteering opportunities
- Safeguarding
- UCAS Applications
- Finance for university
- Compiling a CV
- Careers advice
- Course guidance

The Retention and Progression Co-ordinators are also here to provide support to 16-18 year olds who are either:

- Parents
- Providing care support
- Claiming Income Support in their own name
- In receipt of ESA and DLA
- Supported by a Leaving Care Team (Social Services)
- In Foster Care

Along with being on hand for 1-to-1 support, the Retention and Progression Co-ordinators also offer a range of 'drop in' sessions throughout the year to give you extra support and guidance on a wide range of activities, such as completing a CV, applying to university and looking for voluntary work.

## Who can see a Retention & Progression Coordinator?

Any student at the college can book an appointment to see the Retention & Progression Co-ordinators! The team can also provide advice and guidance to people who are not Hugh Baird students but are just thinking about doing a course at the College. We also work to support all ICAP students, Young Parents and Young Carers.

## How to book an appointment

Although the Retention and Progression Co-ordinators work with students across the whole college, they are based in The Pod, which is situated in the ground floor reception area of the Balliol Building.

The Team work Monday to Friday 9am-5pm; even over the holidays! The team offer a drop in service every day in The Pod and are also available for pre-booked 1-to-1 appointments.

There are a number of ways to book an appointment with a Retention & Progression Coordinator:

- Use the Online Booking System
- Speak with Reception
- Visit the drop in service in The Pod
- Ask a tutor
- Contact them directly (their contact details are on the back of this leaflet)

## Further information

For further information or advice speak to one of the Retention & Progression Coordinators in The Pod.

Kelly Shannon  
kelly.shannon@hughbaird.ac.uk  
0151 353 4640

Mike Cassidy  
mike.cassidy@hughbaird.ac.uk  
0151 353 4618

Kerry Jones  
kerry.jones@hughbaird.ac.uk  
0151 353 4441