**Keep On Track service information**

Drop-ins and appointment slots will be provided every week on each campus. Students can self-refer by coming to a drop-in or by making an appointment if drop-in times don’t suit. Staff can refer students by gaining a student’s consent and filling in the Keep On Track referral form. Below are the details of the Keep on Track Drop-ins and Appointments which will be piloted until the end of March 2020.

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|  | **Location** | **Drop-in time** | **Appointments** |
| **Tuesday** | Craiglockhart   (morning) | 11.30-12.30 | Before drop-in |
| **Wednesday** | Sighthill   (afternoon) | 2.15-3.15 | After drop-in |
| **Thursday** | Sighthill   (morning) | 11.30-12.30 | Before drop-in |
| **Friday** | Merchiston   (all day) | 12.30-2.00 | Before and after drop-in |

**Drop-ins**

Drop-in details (with instructions of how to access the drop-in) are on myFuture. Drop-in time slots are up to 20mins.

**Appointments**

For students for whom the drop-in times don’t suit, they will be directed from myFuture to email <mailto:keepontrack@napier.ac.uk> to make an appointment. Appointments are up to 30 minutes.

**Making a referral**

Attached to the promotional email is a referral form for you to refer students to the service, by sending it to <mailto:keepontrack@napier.ac.uk>. **Please be clear about why you are making the referral.** There are two main reasons you might refer someone –

1. A student clearly voices they are thinking about leaving and you see the value for the student in exploring their options. It’s likely that you will have had an opportunity to explore the student’s thoughts with them, but recognise that there may be additional ideas or resources within or out with the University that may provide the support the student needs to keep on with their studies.
2. You may also decide pro-actively to recommend that a student makes an appointment. From information you know about the student, you think there *may be a risk* they may fail their course or are struggling to succeed e.g. they are not attending classes, failing exams, not submitting assignments, they are experiencing external factors/pressures which are making study difficult. After discussing with the student, you can refer them to Keep On Track in order that they have the opportunity to explore and find possible resolutions to issues that underlie the risk of failure.

Please note:

If the student is from the School of Health and Social Care, please **do not** send this form to Keep On Track but to Kev Head ([K.Head@napier.ac.uk](mailto:K.Head@napier.ac.uk)).

If you are aware the student is from a Widening Participation background, please **do not** send this form Keep On Track - please send it to Widening Participation via ([wideningaccess@napier.ac.uk](mailto:wideningaccess@napier.ac.uk)).

Students with a Widening Participation background may:

* Be a young carer
* Be estranged from their family
* Be care-experienced
* Have attended a Schools for Higher Education Programme (SHEP) such as LEAPS, LIFT OFF, Aspire North or Focus West
* Have  completed a SWAP (Scottish Widening Access Programme) access course
* Be a government-recognised refugee or has asylum status
* Be from an SIMD20\* postcode
* Be a student joining year 2 or 3 of a degree after completing an HNC or HND at a Scottish college