

Session	CEIAG within PSHCE timetabled lessons Starting Autumn term 1	Resources	Accompanying student worksheets	Which targets have been met?
Involving parents 13/09/18 YR12	Parent's Evening Presentation Inform parents that you're using Unifrog at a Higher Education or Parents Evening by using our PowerPoint slides and/or with a live demonstration UNIFROG presentation HR Work Exp presentation JY	Using Unifrog with Parents	N/A	Gatsby Benchmark: 1
Unifrog Launch With ABS students Assembly W/C 17/09 HR YR12 & YR13	Launch Unifrog with your students! <i>Students will need to log onto www.unifrog.org/code and register with your form code, name, details and a password. Have year 12 got these codes?</i> School to send letter home informing parents of access to the platform	KS5 Launch Presentation Parent Letter to Home	N/A	Gatsby Benchmarks: 1, 3
Getting ahead Activities Tool PSHCE 12/09/18 YR 12	Students to record Activities they have completed. Examples for students to consider: <ul style="list-style-type: none"> • Independent work • Research projects • Extracurricular projects • Work experience • Volunteering • Club/Society The " <i>so what</i> " factor – "You play Football? So do 10 other people on your team. What do you do that sets you apart from the rest?"	Skills for Careers Career Terminology	Skills for careers worksheet and profiles Career Terminology Worksheet	Gatsby Benchmarks: 5,6 & 7

<p>Getting ahead</p> <p>Activities Tool</p> <p><u>PSHCE</u> <u>12/09/18</u></p> <p><u>YR 13</u></p>	<p>Students to record Activities they have completed.</p> <p>Examples for students to consider:</p> <ul style="list-style-type: none"> • Independent work • Research projects • Extracurricular projects • Work experience • Volunteering • Club/Society <p>The “<i>so what</i>” factor – “You play Football? So do 10 other people on your team. What do you do that sets you apart from the rest?”</p>	<p>Skills for Careers</p> <p>Career Terminology</p>	<p>Skills for careers worksheet and profiles</p> <p>Career Terminology Worksheet</p>	<p>Gatsby Benchmarks: 5,6 & 7</p>
<p>Getting ahead</p> <p>Competencies Tool</p> <p><u>PSHCE</u> <u>19/09/18</u></p> <p><u>YR 12 & 13</u></p>	<p>Record Competencies</p> <p>Focusing on the Activities the students have been recording, what skills have they gained?</p> <p>These will help the students to talk about themselves and build outstanding applications regardless of where they’re planning on going!</p> <p>Using the Activities previously recorded, students need to log key Competencies, focusing on the strengths that they have demonstrated/developed e.g. Independence. Team work, Communication skills.</p>	<p>Discover your competencies</p> <p>The Key Competencies</p> <ul style="list-style-type: none"> ▪ Independence ▪ Leadership ▪ Resilience ▪ Analysis ▪ Teamwork <p>Further Competencies</p> <ul style="list-style-type: none"> ▪ Problem Solving ▪ Communication ▪ Time Management 	<ul style="list-style-type: none"> ▪ Independence Worksheet ▪ Leadership Worksheet ▪ Resilience Printable Signs ▪ Analysis Worksheet ▪ Problem Solving Activity, Worksheet, Tips & Answers ▪ Communication Images Resource ▪ Time Management Worksheet 	<p>Gatsby Benchmarks: 5,6 & 7</p>
<p>Getting ahead</p> <p>Competencies Tool</p>	<p>Record Competencies</p> <p>Focusing on the Activities the students have been recording, what skills have they gained?</p> <p>These will help the students to talk about themselves and</p>	<p>Discover your competencies</p> <p>The Key Competencies</p>	<ul style="list-style-type: none"> ▪ Independence Worksheet ▪ Leadership Worksheet ▪ Resilience Printable 	<p>Gatsby Benchmarks: 5,6 & 7</p>

<p>PSHCE 19/09/18</p> <p>YR 13</p>	<p>build outstanding applications regardless of where they're planning on going!</p> <p>Using the Activities previously recorded, students need to log key Competencies, focusing on the strengths that they have demonstrated/developed e.g. Independence. Team work, Communication skills.</p>	<ul style="list-style-type: none"> ▪ Independence ▪ Leadership ▪ Resilience ▪ Analysis ▪ Teamwork <p>Further Competencies</p> <ul style="list-style-type: none"> ▪ Problem Solving ▪ Communication <p>Time Management</p>	<p>Signs</p> <ul style="list-style-type: none"> ▪ Analysis Worksheet ▪ Problem Solving Activity, Worksheet, Tips & Answers ▪ Communication Images Resource ▪ Time Management Worksheet 	
<p>Broadening horizons</p> <p>Careers Library Tool</p> <p>Subjects Library Tool</p> <p>PSHCE 26/09/18</p> <p>YR 12</p>	<p>Start to explore both the Careers and Subjects Library to get a better understanding of the exciting range of post-school pathways available and, crucially, how you pursue these.</p> <p>Careers library. Students can use the Careers library to explore the best potential careers for them based on a range of options such as career area, subject area, key themes and where their competencies lie. Students can find out information such as the broad requirements for getting in to that field and how their career in that area can progress.</p> <p>Subjects library. Search subjects which students can study at university based on their favourite subjects the study at school as well as their wider interests. Students can find out information about the course such as the most popular schools subjects taken by students on the course and the average salary 6 months after graduating.</p>	<p>Use the Careers library and Subjects library under the 'Exploring Pathways' title during this session.</p> <p>Use the 'favourite' function in the tools to highlight careers and subjects which currently take your interest.</p>	<p>N/A</p>	<p>Gatsby Benchmarks: 2, 3, 4, 5, 7 and 8</p>

<p>PSHCE 26/09/18</p> <p>YR 13</p>	<p>Personal statement guidance lesson 1 Application Building</p> <p>Specific focus UNIFROG section 1: Why do you want to study this subject?</p> <p>I have had a good look through UNIFROG - Some students have started this process but many have not.</p> <p>So this week every student is to start/or develop their Personal Statement in Unifrog.</p> <p>If not attending to apply through UCAS Students to update their CV ready to apply for Apprenticeships/Jobs.</p> <p>If students really have no idea at this stage or are not applying under any pathway at this stage – students are to follow YEAR 12 program of study.</p> <p>DEADLINE FOR SECTION 1 OF PERSONAL STATEMENT TO BE UPLOADED ONTO UNIFROG 03/10/18 This week's CEIAG hour focus will give them time to develop this also.</p>	<p>Jumbled Personal Statements</p> <p>Discover Your Drive</p> <p>Card Sort</p> <p>Surprise Your Teachers</p> <p>Know-How tool Videos (USA & UK)</p> <p>Personal statement How-To Video</p> <p>CV How-To Video</p> <p>Common App Essay How-To Guide</p>		
---	---	--	--	--

<p>Separating yourself from the rest</p> <p>MOOCs Tool</p> <p><u>PSHCE</u> <u>03/10/18</u></p> <p><u>YR 12</u></p>	<p>Explore MOOCs (Massive Open Online Courses)</p> <p>Students to complete MOOCs Search</p> <p>Universities and Employers are looking for students to show they're passionate about their subject areas and are independently driven. By completing MOOCs, students will be demonstrating these key skills.</p> <p>MOOC is an internationally recognised term and can be mentioned in CVs and Personal Statements.</p>	<p>Discovering MOOCs</p> <p>MOOCs in Depth</p>	<p>N/A</p>	<p>Gatsby Benchmarks: 3, 4</p>
<p><u>PSHCE</u> <u>03/10/18</u></p> <p><u>YR 13</u></p>	<p>DEADLINE FOR SECTION 1 OF PERSONAL STATEMENT TO BE UPLOADED ONTO UNIFROG</p> <p>Personal statement guidance lesson 2</p> <p>Application Building</p> <p>Specific focus UNIFROG section 2:</p> <p>What have you done in the past that makes you particularly suitable to study the subject?</p> <p>Develop sections 1 & 2 of Personal Statement in Unifrog.</p> <p>If not attending to apply through UCAS Students to update their CV ready to apply for Apprenticeships/Jobs.</p> <p>If students really have no idea at this stage or are not applying under any pathway at this stage – students are to</p>			

	<p>follow YEAR 12 program of study.</p> <p>DEADLINE FOR SECTIONS 1&2 OF PERSONAL STATEMENT TO BE UPLOADED ONTO UNIFROG 17/10/18</p>			
<p>Opportunity Search – Route 1</p> <p>PSHCE 10/10/18</p> <p>YR 12</p>	<p>Primary Pathway Search</p> <ul style="list-style-type: none"> • University - UK/Abroad? • Oxbridge? • Apprenticeships? • College? <p>Students to explore their options on the Opportunity Search tools.</p> <p>It's key they explore more than one pathway so they're getting impartial advice across their full range of options.</p> <p>Use a couple of the Know-how library videos to explain certain elements of progression to the students.</p>	<p>Know-how library videos (Student side of Unifrog)</p> <p>University Terminology</p> <p>Careers Terminology</p> <p>University Debate</p> <p>Busting Apprenticeship Myths</p>	<p>University Terminology Worksheet</p> <p>Career Terminology Worksheet</p>	<p>Gatsby Benchmarks: 1, 2, 3, 4, 7</p>
<p>PSHCE 10/10/18</p> <p>YR 13</p>	<p>Personal statement guidance lesson 2</p> <p>Application Building</p> <p>Specific focus combining UNIFROG sections 1& 2:</p> <p>What have you done in the past that makes you particularly suitable to study the subject?</p> <p>Develop sections 1 & 2 Personal Statement in Unifrog.</p> <p>If not attending to apply through UCAS Students to update their CV ready to apply for Apprenticeships/Jobs.</p> <p>If students really have no idea at this stage or are not applying under any pathway at this stage – students are to</p>			

	<p>follow YEAR 12 program of study.</p> <p>DEADLINE FOR SECTIONS 1&2 OF PERSONAL STATEMENT TO BE UPLOADED ONTO UNIFROG 17/10/18</p>			
<p>Going global</p> <p><u>PSHCE</u> <u>17/10/18</u></p> <p><u>YR 12</u></p>	<p>International University Search</p> <p>There are thousands of opportunities to study across the world with CV boosting benefits to be gained as a result.</p> <p>Get your students to explore the Know-how library to learn about options in the USA as well as our opportunity search tools to explore higher education in other countries.</p> <p>Students to use the Know-how library and International University Search tools to explore global opportunities.</p>	<p>Not sure on your SAT from your ACT when it comes to USA Applications? – The Know How tool has it all covered!</p> <p>Dutch Applications Presentation</p> <p>USA Overview Presentation</p>	N/A	
<p><u>PSHCE</u> <u>17/10/18</u></p> <p><u>YR 13</u></p>	<p>DEADLINE FOR SECTIONS 1&2 OF PERSONAL STATEMENT TO BE UPLOADED ONTO UNIFROG</p> <p>First part of the lesson: Student Finance Talk</p> <p>Get students thinking about available funding and how to access it?</p> <p>Remainder of the lesson: To complete any outstanding information for sections 1&2 of the Personal Statement for UNIFROG upload.</p> <p>If students really have no idea at this stage or are not applying under any pathway at this stage – students are to follow YEAR 12 program of study.</p>	<p>Student Finance</p> <p>Record Student Interaction on Unifrog</p>		

	HALF TERM ACTIVITY – To complete section 3 of Personal statement in UNIFROG FOR 31/10/18			
HALF TERM				
Network the room YR 12 & 13 31/10/18	DEADLINE FOR SECTION 3 PERSONAL STATEMENT TO BE UPLOADED INTO UNIFROG Outside providers to visit the school			
What's the plan? <u>PSHCE</u> <u>07/11/18</u> <u>YR 12</u>	Students to record Intentions If you know where the students are going you can support them to achieve their goals. Schools are also often required to collect this information to give to the local authority.	How-to guide for Intentions	N/A	Requirement to provide this information to LA
<u>PSHCE</u> <u>07/11/18</u> <u>YR 13</u>	Personal statement development into UCAS format Students to use merging tools in UNIFROG to aid this process (4 weeks away from UCAS deadline). If students really have no idea at this stage or are not applying under any pathway at this stage – students are to follow YEAR 12 program of study.			

<p>Application building</p> <p>CV Tool</p> <p>PSHCE 14/11/18</p> <p>YR 12</p>	<p>CV Building</p> <p>Everyone needs a CV at some point in their lives.</p> <p>Students to build CVs to support them in gaining work experience, a part time job or an Apprenticeship!</p>	<p>Maximising your potential</p> <p>Card - Sort</p> <p>Your Experiences</p> <p>Writing Cover Letters</p> <p>Interview Techniques (Competency)</p> <p>Interview Techniques (Position)</p> <p>Employment Rights</p>	<p>CV Examples</p> <p>Cover Letter Examples</p> <p>Interview Techniques Competency (Worksheet)</p> <p>Interview Techniques Position (Worksheet)</p> <p>Employment Rights Worksheet & Answers</p>	<p>Gatsby Benchmarks: 1, 3, 4</p>
<p>PSHCE 14/11/18</p> <p>YR 13</p>	<p>Personal statement development into UCAS format Students to use merging tools in UNIFROG to aid this process (3 weeks away from UCAS deadline).</p> <p>If students really have no idea at this stage or are not applying under any pathway at this stage – students are to follow YEAR 12 program of study.</p>			

<p>Opportunity Search – Route 2</p> <p><u>PSHCE</u> <u>21/11/18</u></p> <p><u>YR 12</u></p>	<p>Secondary pathway search.</p> <p>Students to research alternative pathways.</p> <p>Using the resources available, run more specific sessions on Apprenticeships, Oxbridge and International Universities</p>	<p>Know-How Tool Videos (Student side of Unifrog)</p> <p>The rights of apprentices</p> <p>Salaries in Depth</p> <p>Focusing on Oxbridge</p> <p>Diamond 9</p> <p>Funding in Depth</p> <p>Your Ideal College</p>	<p>Rights of Apprentices</p> <p>Worksheet & Answers</p>	<p>Gatsby Benchmarks: 1, 2, 3, 4, 7</p>
<p><u>PSHCE</u> <u>21/11/18</u></p> <p><u>YR 13</u></p>				
<p>The financial side</p> <p><u>PSHCE</u> <u>28/11/18</u></p> <p><u>YR 12</u></p>	<p>Student Finance Talk</p> <p>Get students thinking about available funding and how to access it?</p>	<p>Student Finance</p> <p>Record Student Interaction on Unifrog</p>	N/A	
<p>Exploring choices</p> <p><u>PSHCE</u> <u>28/11/18</u></p> <p><u>YR 12</u></p>	<p>UCAS Events & Open Days</p> <p>As much as students love running around collecting free pens and wrist bands, if they turn up well equipped with data and knowledge on the Universities and courses they'd like to explore on the day, they'll be able to use their time effectively and efficiently.</p>	<p>The University Debate</p> <p>Record Student Interaction on Unifrog</p>	N/A	<p>Gatsby Benchmarks: 5 & 7</p>

<p>Finalising UCAS choices – Top 5</p> <p>PSHCE 05/12/18</p> <p>YR 12</p>	<p>Students to record Top 5 University Courses and Update their Intentions</p> <p>You're then able to see where your students are planning on going so you can write the best and most relevant references for them.</p>	<p>University</p> <ul style="list-style-type: none"> ▪ Diamond 9 ▪ Top Threes 	<p>N/A</p>	<p>Gatsby Benchmark: 3, 7</p>
<p>Check minds haven't changed</p> <p>PSHCE 12/12/18</p> <p>YR 12</p>	<p>Intentions update</p> <p>Students are known to change their mind from time to time... Make sure they've updated this in the Post 18 Intentions tool on Unifrog</p> <p>THIS SESSION NEEDS PADDING OUT MORE</p>	<p>How-to guide for Intentions</p>	<p>N/A</p>	<p>Requirement to provide this information to LA</p>
<p>19/12/18</p>	<p>FREE SESSION – PL TO USE? CHRISTMAS PLANNING?</p>			
<p>University applications</p> <p>PSHCE 09/01/18</p> <p>YR 12</p>	<p>Application Building</p> <p>Every student to build/submit their Personal Statement in Unifrog. You will be using Unifrog to give feedback and advice to help your students ace their applications.</p> <p>Set a date to get first drafts logged on to Unifrog.</p> <p>At a click of a button you'll be able to check your student's progress and leave feedback.</p> <p>For those going to the USA, they need to build their Common App Essays & Supplemental Essays ready for USA Applications in Unifrog</p> <p>Students to update their CV ready to apply for Apprenticeships.</p>	<p>Jumbled Personal Statements</p> <p>Discover Your Drive</p> <p>Card Sort</p> <p>Surprise Your Teachers</p> <p>Know-How tool Videos (USA & UK)</p> <p>Personal statement How-To Video</p> <p>CV How-To Video</p> <p>Common App Essay How-To Guide</p>	<p>JPS –Worksheet</p> <p>Examples</p>	<p>Gatsby Benchmarks: 3, 7 & 8</p>

<p>Supporting student's applications</p> <p>Time needed with form tutors to go through reference expectations</p>	<p>References (Subject and Overall)</p> <p>Get your references written up in Unifrog and collate the overall references in one nice easy space!</p> <p>Nudge those who are yet to get their references done.</p>	<p>Advice and Guidance above the reference writing box on Unifrog</p>	<p>N/A</p>	
<p>Creating impressive reports</p> <p>Time needed with form tutors to go through reference expectations</p>	<p>Adding Characteristics</p> <p>Easily add student characteristics in order to analyse your students' destinations with greater insight and granularity.</p>	<p>Follow this guide if you're unsure:</p> <p>Adding Characteristics</p>	<p>N/A</p>	<p>Gatsby Benchmarks: 3, 7</p>
<p>What's everyone been doing & what help have they had?</p> <p>HR will send interactions to Year 12 students throughout the year – these are to be completed and</p>	<p>Recording Interactions</p> <p>There are 15 different CEIAG Interactions the students need to have had before they leave school.</p> <p>Record individually or in groups to keep track, give to OFSTED and use during SLT meetings.</p>	<p>Here's how you can add Interactions</p>	<p>N/A</p>	<p>Gatsby Benchmarks: 1, 3, 8</p>

<p>recorded onto UNIFROG during CEIAG lessons on their timetable.</p>					
<p>Destinations tracking</p> <p>HR needs 2017-2018 data ASAP so it can be uploaded onto UNIFROG</p>	<p>Record students' destinations</p> <p>Using the Post 18 Destinations (P18) tab on the Advanced manage page, record where your students have actually gone after school.</p>	<p>Here's the how-to guide to record destinations</p>	<p>N/A</p>		

