

# Scheme of Work

<b>COURSE</b>	Guidance – 2018-19
<b>LEVEL</b>	Year 12
<b>Time / Day</b>	Monday 9.25-10.25

**DURATION -** (No of weeks) **KEY STAGE/YEAR GROUP - KS5 – Year 12**

LESSON NO.	DATE	OVERVIEW OF ACTIVITIES	Careers Inc	Resources
1	05.09.18	<b>Induction Session – 8.25 – 12.00</b> Assembly – Introduction to LRC – PR / Bursary - LD Getting to know the group and tutor. The Student Planner & Timetable Distribution Support available in the Centre Student Data Collection sheet + Photograph Policy & Privacy Notice Student Profile Sheet Photographs Text book collection		All Resources will be in a box in your room. <ul style="list-style-type: none"> <li>• Q&amp;A Session – Who are you/what are your aspirations?</li> <li>• Planners</li> <li>• Pages 2-3 and 19 of the Planner</li> <li>• Data Collection Sheet + 2 policies</li> <li>• Student profile sheet – light green</li> <li>• Refer to Induction Day Schedule</li> </ul>
2	10.09.18	Notices Completion of induction day activities Introduction to the Guidance Programme Career Ideas Questionnaire Strengths and Weaknesses / Targets Code of Conduct & Email Code of Conduct students to sign	Intro to CI website - TBC	<ul style="list-style-type: none"> <li>• Introduction to the Guidance Programme – power point</li> <li>• My Careers Ideas sheet – blue</li> <li>• Strengths and weaknesses - orange</li> <li>• Pages 11 and 18 – student planner</li> </ul>
3	17.09.18	Notices Raising Awareness of Mental Health – 5 min Group Quiz Enrichment Schedule to hand out NCS Presentation – ASCD/ASJR/ASWI/ASJW/ASIG/ASHW 1:1 Individual Review Apt. Revision Techniques Booklet		<ul style="list-style-type: none"> <li>• 2 x power point slides.</li> <li>• Enrichment Schedule – cream</li> <li>• Individual review forms – white</li> <li>• Revision Technique - Booklet</li> </ul>

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4	24.09.18	<p>Notices</p> <p>Raising Awareness of Mental Health – 5 min Group Quiz</p> <p>Enrichment Schedule to hand out</p> <p>NCS Presentation – ASSM/ASAO/ASCW/ASPJ/ASKP/ASAB</p> <p>1:1 Individual Review Apt.</p> <p>Revision Techniques Booklet</p>		<ul style="list-style-type: none"> <li>• 2 x power point slides.</li> <li>• Enrichment Schedule – cream</li> <li>• Individual review forms – white</li> <li>• Revision Technique - Booklet</li> </ul>
5	01.10.18	<p>Notices</p> <p>Unifrog Launch – Main Hall – 9.30am - <b>Booked</b></p> <p>Unifrog – Student Initial registration</p> <p>1:1 Individual Review Apt.</p>		<ul style="list-style-type: none"> <li>• 9.30am Assembly - Unifrog</li> <li>• Unifrog launch power point.</li> <li>• Individual review forms - white</li> </ul>
6	08.10.18	<p>Notices</p> <p>Raising Awareness of Mental Health</p> <p>CV Writing Workshop – De Montfort University – ½ yr grp (ASCD/ASJR/ASWI/ASJW/ASIG/ASHW) - <b>Booked</b></p> <p>Complete Unifrog Competencies Tasks + Literacy &amp; Numeracy</p> <p>Unifrog Post 18 Intentions</p> <p>1:1 Individual Review Apt.</p>		<ul style="list-style-type: none"> <li>• Power Point</li> <li>• De Montfort University – Main Hall</li> <li>• Unifrog</li> <li>• Unifrog Competencies Task Sheet</li> <li>• Individual review forms - white</li> </ul>
7	15.10.18	<p>Notices</p> <p>Raising Awareness of Mental Health</p> <p>CV Writing Workshop – De Montfort University – ½ yr grp (ASAO/ASCW/ASPJ/ASKP/ASAB) - <b>Booked</b></p> <p>Complete Unifrog Competencies Tasks + Literacy &amp; Numeracy</p> <p>Unifrog Post 18 Intentions</p> <p>1:1 Individual Review Apt.</p>		<ul style="list-style-type: none"> <li>• Power Point</li> <li>• De Montfort University – Main Hall</li> <li>• Unifrog</li> <li>• Unifrog Competencies Task Sheet</li> <li>• Individual review forms - white</li> </ul>
8	22.10.18	<p>Notices</p> <p>School Nurse Drop in information</p> <p>Kooth Presentation - <b>Booked</b></p> <p>Praising Stars 1 Reports issued</p> <p>Students sign Post 16 Learning Agreement</p> <p>Folder Checking</p>		<ul style="list-style-type: none"> <li>• External Presentation</li> <li>• Year 12 Post 16 Learning Agreements</li> <li>• Reference Sheet</li> </ul>

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9	29.10.18	Half term		
10	05.11.18	Notices Raising Awareness of Mental Health Subjects & their relation to Careers task.		<ul style="list-style-type: none"> <li>• Power point</li> <li>• Power point + A3 Mindmap + Sheet</li> </ul>
11	12.11.18	Notices Higher Level Apprenticeship Presentation – Institute for Apprenticeship (Fariba Carr) – <b>Booked by Kieran Loftus</b> Revision Timetable power point		<ul style="list-style-type: none"> <li>• External Presentation – Main Hall</li> <li>• Power point – also saved on Unifrog</li> </ul>
12	19.11.18	Notices Revision Techniques Guide What is a Career? Career Research - Choosing your career		<ul style="list-style-type: none"> <li>• Revision Techniques Guide – 1/student</li> <li>• What is a Career’ – Powerpoint.</li> <li>• Career Research Document – cream</li> </ul>
13	26.11.18	Notices Road safety talk - (ASCD/ASJR/ASIG/ASJW/ASHW/ASWI) - <b>Booked</b> Continue with Careers Research / Choosing your career Unifrog Careers Quiz		<ul style="list-style-type: none"> <li>• Main Hall – Fire Service Presentation</li> <li>• Unifrog Research Quiz/Unifrog website</li> </ul>
14	03.12.18	Notices Road safety talk - (ASAO/ASAB/ASPJ/ASKP/ASCW) - <b>Booked</b> Continue with Careers Research / Choosing your career Unifrog Careers Quiz		<ul style="list-style-type: none"> <li>• Main Hall – Fire Service Presentation</li> <li>• Unifrog Research Quiz Unifrog website</li> </ul>
15	10.12.18	Notices Why go to University – All groups in the Lecture Theatre - <b>Booked</b> (ASCD/ASJR/ASIG/ASJW/ASHW/ASWI) ‘Making the right choices’ higher education power point. Complete this terms Unifrog tasks.		<ul style="list-style-type: none"> <li>• SH University talk – Lecture Theatre</li> <li>• Power point</li> <li>• Unifrog</li> </ul>
16	17.12.18	Notices Praising Stars 2 Reports Posted Home Why go to University – All groups in the Lecture Theatre – <b>Booked</b> (ASAO/ASAB/ASPJ/ASKP/ASCW) ‘Making the right choices’ higher education power point. Complete this terms Unifrog tasks.		<ul style="list-style-type: none"> <li>• Praising Stars 2 Reports – Posted!</li> <li>• SH University talk – Lecture Theatre</li> <li>• Power point</li> <li>• Unifrog</li> </ul>

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17	24.12.18	Christmas		
18	31.12.18	Christmas		
19	07.01.19	Notices Year Group Assembly – 9.30am UCAS – Applying to University Power point.		<ul style="list-style-type: none"> <li>• UCAS Power Point</li> </ul>
20	14.01.19	Notices Burrows Motor Group – Apprenticeship Opportunities presentation - Booked		<ul style="list-style-type: none"> <li>• Full year group assembly – main hall</li> </ul>
21	21.01.19	Notices A2 Subject Choices Form to be completed Introduction to Higher Education Unit 1 - Introduction to Higher Education Booklet Research MOOCs / Unifrog Tasks		<ul style="list-style-type: none"> <li>• Subject Choices Form - Blue</li> <li>• Higher Education Introduction P/point</li> <li>• Student folders / HE Booklet</li> <li>• Unifrog website</li> </ul>
22	28.01.19	Notices HeppSY+ presentation – Study Skills/Top Tips - Booked		<ul style="list-style-type: none"> <li>• External Presentation</li> </ul>
23	04.02.19	Notices Unifrog Tasks HE Planning – Unit 2 - Choosing your qualification / Unit 3 – Finding the right course Launch of Revision Booklet		<ul style="list-style-type: none"> <li>• Unifrog website</li> <li>• Student folders / HE unit Booklet</li> </ul>
24	11.02.19	Notices ½ Year Assembly – <b>Choosing the Right Course at the Right University</b> presentation – Booked (ASCD/ASJR/ASIG/ASJW/ASHW/ASWI) HE Planning - Unit 4 <b>Specific Course research</b> Revision Techniques - Revision Audit & Flash Cards		<ul style="list-style-type: none"> <li>• University of Lincoln Presentation – Main Hall</li> <li>• Revision Booklet</li> <li>• Student folders / HE unit Booklet / Unifrog Website</li> </ul>

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25	18.02.19	Half Term		
26	25.02.19	Notices ½ Year Assembly – <b>Choosing the Right Course at the Right University</b> presentation – <b>Booked</b> (ASAO/ASAB/ASPJ/ASKP/ASCW) HE Planning - Unit 4 <b>Specific Course research</b> Revision Techniques - Revision Audit & Flash Cards		<ul style="list-style-type: none"> <li>University of Lincoln Presentation – Main Hall</li> <li>Revision Booklet</li> <li>Student folders / HE unit Booklet / Unifrog Website</li> </ul>
27	04.03.19	Notices Revision Techniques – Mind Maps Where can HE take you? – HeppSY+ Presentation – <b>Booked</b>		<ul style="list-style-type: none"> <li>Power Point Slides</li> <li>Main hall - presentation</li> </ul>
28	11.03.19	Notices Revision Techniques – Transforming your notes - Chunking HE Planning – Unit 5 <b>Course Comparisons</b>		<ul style="list-style-type: none"> <li>Power Point Slides</li> <li>Student folders / HE unit Booklet</li> </ul>
29	18.03.19	Notices Revision Techniques – Transforming your notes – Mnemonics Keith Sudbury – Bone marrow talk – <b>Booked</b>	CI - medicine, veterinary, nursing, teaching and engineering	<ul style="list-style-type: none"> <li>Power Point Slides</li> <li>All students to go the Lecture Theatre</li> </ul>
30	25.03.19	Notices Revision Techniques – Revision Journey Keith Sudbury – Sample collection – <b>Booked</b> Final session to complete HE booklet - HE Planning – Unit 5 <b>Course Comparisons</b>		<ul style="list-style-type: none"> <li>Power Point Slides</li> <li>Student go to Lecture Theatre if they wish a sample to be taken.</li> </ul>
31	01.04.19	Notices Revision Techniques – Revision Audits University of Sheffield – Medicine, Dentistry & Health degree opportunities presentation – <b>Booked</b>	CareersInc to complete targeted Interviews – those who might not come back to Y13.	<ul style="list-style-type: none"> <li>Power Point Slides</li> <li>The University of Sheffield – Main Hall</li> </ul>
32	08.04.19	Easter		
33	15.04.19	Easter		

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34	22.04.19	Easter Monday		
35	29.04.19	Notices Revision Techniques – Past Questions & Creating your own past questions / Revisiting Revision techniques Preparation for exams – Do’s and Don’ts Unifrog – make sure you have 5 universities selected, completed all competencies and done at least 1 MOOCS search.	CareersInc to complete targeted Interviews – those who might not come back to Y13.	<ul style="list-style-type: none"> <li>• Power point slides</li> </ul>
36	06.05.19	May Day		
37	13.05.19	Exam period		
38	20.05.19	Exam period		
39	27.05.19	Half term		
40	03.06.19	Notices <b>First session after Exams</b> Year Group Assembly – Mrs Shea My Careers Ideas form – all students to complete		<ul style="list-style-type: none"> <li>• Main Hall</li> <li>• June edition of form.</li> </ul>
41	10.06.19	<b>First session after Exams</b> Notices Final session for UCAS Exhibition Planning. Unifrog – revisit & update Post 18 Intentions & review your university shortlist.		
42	17.06.19	Notices <b>UCAS Process</b> – from start to finish - <b>Booked</b> Students applying for Primary Ed & Medicine/Dentistry/ Midwifery– must attend talk at 10.30am	<b>10.30am – Talk to Primary Ed applicants – G10</b>	<ul style="list-style-type: none"> <li>• Nottingham Trent University talk. All students in the main hall.</li> </ul>
43	24.06.19	Notices <b>UCAS Overview</b> – Unit 6 UCAS registration + Buzz word Completion of first 2 UCAS sections		<ul style="list-style-type: none"> <li>• Power point</li> <li>• Student folders / HE unit Booklet</li> <li>• Internet – UCAS registration</li> </ul>

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44	01.07.19	<p>Notices</p> <p><b>Unit 7 Personal Statements</b> – Personal Statement Workshop 6 x Guidance Groups - ASCD/ASJR/ASIG/ASJW/ASHW/ASWI - <b>Booked</b></p> <p>When not in the talk students are to work on Personal Statement (booklet Unit 7 / Unifrog Personal Statement Tool), even if not applying to UCAS.</p> <p>Guidance Programme Evaluation</p>		<ul style="list-style-type: none"> <li>• Nottingham Trent University Presentation – Main Hall</li> <li>• Student folders / HE Booklet / Unifrog</li> <li>• Evaluation Form.</li> </ul>
45	08.07.19	<p>Notices</p> <p><b>Unit 7 Personal Statements</b> – Personal Statement Workshop 5 x Guidance Groups ASAO/ASAB/ASPJ/ASKP/ASCW - <b>Booked</b></p> <p>When not in the talk students are to work on Personal Statement (booklet Unit 7 / Unifrog Personal Statement Tool), even if not applying to UCAS.</p> <p>Guidance Programme Evaluation</p>	<p><b>UKCAT / BMAT talk for students applying for Medicine / Dentistry / Midwifery – PT - TBC</b></p>	<ul style="list-style-type: none"> <li>• Nottingham Trent University Presentation – Main Hall</li> <li>• Student folders / HE Booklet / Unifrog</li> <li>• Evaluation Form</li> </ul>
46	15.07.19	<p>Notices</p> <p>Unit 7 Personal Statement.</p> <p>Discovering Your Drive - Worksheet</p>		<ul style="list-style-type: none"> <li>• Power point.</li> <li>• Student folders / HE unit Booklet / Unifrog</li> <li>• Worksheet</li> </ul>