

Sixth Form Tutor Programme
Careers Information & Guidance
Apprenticeship Support Sessions
Year 12 & Year 13

Term 1: Post-18 Choices

Week	Theme
1	Setting up my Unifrog Account
2	Interests Profile / Apprenticeship Shortlist
3	Personality Profile / Apprenticeship Shortlist Discussion
4	Post-18 Choices - Pathways
5	Post-18 Choices - Intentions
6	Post-18 Planning – Making Pathways

Term 2: Post-18 Planning

Week	Theme
1	Introducing Apprenticeships
2	Searching for Apprenticeships
3	Degree Level Apprenticeships
4	How to write an effective Curriculum Vitae
5	Updating my Curriculum Vitae
6	Developing my Curriculum Vitae

Term 3: Writing an Award-Winning Application

Week	Theme
1	Identifying Strengths
2	Applying my Strengths
3	Writing an Award-Winning Application
4	Registering for an Apprenticeship or Traineeship
5	Boost my Employability – Personal Qualities
6	Boost my Employability – Developing my Knowledge

Term 4: Assessment Centres

Week	Theme
1	Overview of Mock Assessment Centres
2	Group Exercise – Task 1
3	Group Exercise – Task 1 Review
4	Group Exercise – Task 2
5	Group Exercise – Discussing Something Topical
6	Tips for Preparing for Group Tasks

Term 5: Interviews

Week	Theme
1	Results Day: The Day Before
2	Results Day: In the Morning
3	Preparing for an Interview
4	Typical Interview Questions
5	Example Interview and Job Advert Analysis
6	Interview – Group Planning

Term 6: Interviews & MOOCs

Week	Theme
1	Interview – Role Play
2	Interview Feedback
3	What Are MOOCs & Why Should You Take One?
4	Introduction to MOOCs
5	Creating a MOOC Shortlist
6	Starting a MOOC