

Sixth Form Tutor Programme
Careers Information & Guidance

Year 12

Term 1: Post-18 Choices

Week	Theme
1	Setting up my Unifrog Account
2	Interests Profile
3	Personality Profile
4	Post-18 Choices - Introduction
5	Post-18 Choices - Pathways
6	Post-18 Choices - Intentions

Term 2: Post-18 Planning

Week	Theme
1	Post-18 Planning – Twenty Questions
2	Post-18 Planning – Mental Contrasting
3	Post-18 Planning - Pros & Cons
4	Post-18 Planning – Making Pathways
5	Post-18 Planning - Intentions
6	Post-18 Planning – University Shortlist

Term 3: Finding the Right Apprenticeship

Week	Theme
1	Introducing Apprenticeships
2	Searching for Apprenticeships
3	Apprenticeship Shortlist
4	Updating my Curriculum Vitae
5	Degree Level Apprenticeships

Term 4: Goal Setting & Geeking Out

Week	Theme
1	SMART Goals
2	Goal Setting – Careers Library
3	Goal Setting – Demonstrating the Skills Required
4	Goal Setting – Setting Short-, Medium- & Long-Term Goals
5	Geeking Out – Subject Library (Planning Wider Reading)
6	Geeking Out – Mapping Out Timescales

Term 5: Personal Statements

Week	Theme
1	Personal Statements: An Overview
2	Preparing for Your Personal Statement
3	How to use the Personal Statement Tool – Part 1
4	How to use the Personal Statement Tool – Part 2
5	Acing Your Personal Statement – Part 1
6	Acing Your Personal Statement – Part 2

Term 6: MOOCs

Week	Theme
1	What Are MOOCs & Why Should You Take One?
2	Introduction to MOOCs
3	Creating a MOOC Shortlist
4	Selecting Your Top 3
5	Thinking About the Future
6	Starting a MOOC

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Term 1: Applications List

Week	Theme
1	Applications List - Getting Started
2	Using an Applications List
3	Applications List: How it Works on Unifrog
4	Applications List: Preferences & UCAS Top 5
5	Applications List: Next Steps
6	Refining Your Applications List

Term 2: Wellbeing (Managing Stress & Anxiety)

Week	Theme
1	Difference Between Stress & Anxiety
2	Managing Stress & Anxiety: Mindfulness
3	Managing Stress & Anxiety: Take a Minute
4	Managing Stress & Anxiety: Drop Anchor Technique
5	Managing Stress & Anxiety: Chocolate Square Technique
6	How to Cope with Anxiety

Term 3: Assessment Centres

Week	Theme
1	What is an Assessment Centre?
2	Assessment Centres – Dos & Don'ts
3	Lost Civilisation Task: Planning
4	Lost Civilisation Task: Presentations
5	Lost Civilisation Task: Presentations & Review
6	Recording Competencies

Term 4: Preparing for Results Day

Week	Theme
1	Results Day & Clearing
2	Results Day: The Day Before
3	Results Day: In the Morning
4	Results Day: The Clearing Process
5	Results Day: Clearing & Changing Your Course
6	Tutor Group Discussion: Preparedness for Results Day

Term 5: Transition to Post-18 Choices

Week	Theme
1	Freshers Week
2	Meeting People & Making Friends
3	Accommodation
4	First Week of Semester
5	Student Perks