

NAME/FORM: \_\_\_\_\_

## Planning for the Future - Year 12 'To Do' List: Summer Term

The following tasks should be completed by **Friday 17<sup>th</sup> July 2020**, unless stated otherwise. You will need to use **Unifrog** for most of it. Everything you do on **Unifrog** is monitored by the Post-16 team and your form tutors. All tasks you complete on **Unifrog** and anything you fill in on there are useful and raise the % completed within your profile, which is something we will be tracking. When you have completed each task, you should show a parent or adult in your household to discuss it with them and *get their signature below*. The tasks do not have to be completed in order.

	Task	Date Completed	Parent Signature
1.	<p>Contact our careers advisor, Mrs H Cottam. She has emailed you all recently. Send her a paragraph in an email to <a href="mailto:hcottam@thedustonschool.org">hcottam@thedustonschool.org</a> introducing yourself and covering:</p> <ul style="list-style-type: none"> <li>• <i>What you are studying.</i></li> <li>• <i>What your predicted grades are and how well you are doing to meet these predictions (you can check with your tutor if unsure).</i></li> <li>• <i>What you would like to do after 6<sup>th</sup> Form (further study or work).</i></li> <li>• <i>What your longer-term goals are.</i></li> <li>• <i>Any specific support she can offer you (personal statements and university courses, CVs, industry and sector advice, GAP year plans or even where to start).</i></li> </ul> <p>You <u>will</u> receive a reply from Miss Cottam, although it may take a while – there are a lot of you – so be patient.</p>		
2.	<p><b>Unifrog:</b> Complete the 'Interests Profile' quiz and the 'Personality Profile' quiz. Both are under the 'Exploring Pathways' section.</p>		
3.	<p>Watch/view a Higher Education Convention OR lecture in a subject area you are interested. Mr. Clarke and Miss Sykes (for Oxbridge) have circulated previous emails about this, or you can simply Google 'online lectures' for a subject you are considering. Any knowledge gained will assist with your personal statement and potential future interviews. All universities have some form of online lectures. This can also be done through <b>Unifrog</b>. Look at the MOOC (<i>Massive Open Online Course</i>) section and the other sections under 'Exploring Pathways'.</p>		
4.	<p>Watch/view virtual university tours or university open days. As above, pick some locations and have a trawl through their website. For example, Nottingham Trent have set up this on their site and other universities have as well: <a href="https://www.ntu.ac.uk/study-and-courses/open-days/find-an-open-day">https://www.ntu.ac.uk/study-and-courses/open-days/find-an-open-day</a> This can also be done through the UCAS website and <b>Unifrog</b>, under the 'Searching for Opportunities' section.</p>		
5.	<p><b>Unifrog:</b> Research qualification requirements for your possible future career ideas. Use the 'Exploring Pathways' and the 'Searching for Opportunities' sections.</p>		

6.	<b>Unifrog:</b> Search for possible university courses/apprenticeships/jobs you would potentially be interested in. Use the 'Exploring Pathways' and the 'Searching for Opportunities' sections.		
7.	<b>Unifrog:</b> Complete a draft of your Personal Statement. (see emails from Mr. Clarke, Mrs. Ward and watch the video from Mr. Strickland on the email) This is to be completed under the 'Drafting Application Materials' on <b>Unifrog</b> . <b>DUE 30<sup>th</sup> JUNE</b>		
8.	Log onto UCAS and complete your Personal Profile: <ul style="list-style-type: none"> <li>• Personal details</li> <li>• Education</li> <li>• Qualifications</li> <li>• Work history</li> <li>• Contact details</li> </ul> <p>(NOTE: This may not yet be accessible and we will send login/school PIN details if this becomes a viable task)</p>		
9.	<i>Complete 30 hours of Work Experience (and get your work experience timesheet signed off by your employer).</i> In light of the current situation, obviously this is a challenge. Fill in the 'Activities' and 'Competencies' sections under the 'Recording what you've done' section on <b>Unifrog</b> . Any genuine work experience you have managed to complete can be logged there. Furthermore, this provides the ideal platform to reflect on skills you have acquired through any curricular and extra-curricular activities.		
10.	Update your C.V. This can also be done under the 'Drafting Application Materials' on <b>Unifrog</b> .		

**Sign off:**

**Form Tutor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mr Floyer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mrs Payne:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mr. Clarke:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\* If you have no intention to go to university, or are simply unsure what to do after Sixth Form, the above tasks are not intended to 'lead you' down the path towards university. However, in completing them all, you will gain an understanding of what opportunities exist. Furthermore, we believe that all of the tasks in the list will provide some substance towards your Post-18 intentions, whatever they may be and therefore ensuring you are making informed decisions and using the support available to complete key documentation. As such, the expectation is that all Year 12 students complete these tasks. On completion of these tasks, further support is available for any students who are still unsure about what they want to do after Sixth Form or need different help reaching their goals.