**Session Guide for Coaches**

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# **General tips**

Prepare for each session a few days in advance and let your Transition Manager know if you have any questions

Make sure you read through the session activities and practise the quizzes ahead of the session.

Look back at the coaching training slides to remind yourself of the 5 key coaching skills and how you can help your pupils to get the most out of the sessions. These can be accessed on the coach portal [here](https://www.futurefrontiers.org.uk/services-7-1)

Remember, you are there to create structure and ask questions by using the information they give you across the four sessions. You don't need to know everything!

You will need to bring a laptop to all sessions. If you have two students and need an additional device, let your Transition Manager know

Bonus activities are only there if you end up moving quickly through activities

Don't worry if your student misses a session - in the following week, complete the starred activities from the session they missed, before moving on to complete the starred activities from the current session. This way, they'll still cover all the key sections of the content

# **Session 1: Know yourself**

*Students work through a series of activities to compile a list of the career values, interests and skills.*

**Prepare**

Activity 2 uses an online quiz - [The Buzz Quiz](http://www.icould.com/buzz-quiz). If you didn’t practise this during your coach training, make sure you look at it before Session 1

**During the session**

**Activity 3a and 3b:** In the coach training you looked at 5 main coaching skills you can use to support students. In these two activities you can incorporate the skills you discussed in the ‘Asking good questions’ and ‘Responding to their responses’ sections, to help your pupils to reflect on their skills and how they gained them. Remember lots of pupils will find this activity tricky so ask lots of open questions and be encouraging.

**Activity 4a:** An exercise to match careers values and interests with chosen careers. The point is to discuss, there is no right answer. However, if you need a steer;

* Student A - accountant is a good match.
* Student B - could be a good match but other options could be more creative careers that combine theatre and children such as a drama therapist.
* Student C - unlikely to be a good choice due to the student wanting to work for themselves, despite the link with sports and fitness; other options could be Personal Trainer.

**Activity 4b:** Again you can use the 5 key coaching skills to help your pupils reflect on their interests and career values.

It’s great to encourage them to reflect on why something is important to them - make sure you give them the opportunity to express their own ideas and try not to impose your own values.

#

# **Session 2: Your Future**

*Students use an online tool called Career Pilot to generate a job profile to understand more about. They then assess this job profile against the career values, skills and interests they identified in session 1.*

**Prepare**

Create your own Career Pilot account so you can do a run through of the job quiz.

The students need to narrow down their results to just one job profile to explore.

Practise running through the career exploration steps in the handbook - the more familiar you are with the Career Pilot website, the better you’ll be able to support your pupils in the session.

**During the session**

**Activity 3:** As part of your role as a coach, you will find a Sector Role Model for Session 3. This is your responsibility. The student will choose a sector, sub sector or job profile for you to go away and find someone based on the work you have done during the session/their own preferences.

Take a picture of page 30 with the shortlist so that you know who to look for. We recommend starting your search immediately after Session 2, by asking your fellow coaches if you don’t already have someone in mind.

For help on how to arrange your Sector Role Model you can read the guidance [here](https://www.futurefrontiers.org.uk/_files/ugd/96057a_14097a164de74e37a74547d69dd271ed.pdf).

# **Session 3: Pathways to Success**

*Students consider all the post-16 options available to them and match them up to potential jobs. This will give students some goals for their next steps and for their future.*

**Prepare**

Some of the activities might look like you need to understand post-16 options. Don't worry! Firstly, your Transition Manager will be going through the post-16 options with you and the students at the start of the session. Secondly, we give you the answers!

If you want to feel more prepared, then read up on post-16 options [here](https://www.careerpilot.org.uk/information/your-choices-at-16).

**During the session**

**Activity 2a:** Encourage students to consider each course and provider in detail, compared to each students’ situations. There are no ‘right answers’, however we do have suggested ones on page 43.

**Activity 2b:** Students discuss the pros and cons of the different post-16 options. Use the chart below if you feel you need to give prompts. The chart on page 38 of the handbook will also help.

| Course Type | Pros | Cons |
| --- | --- | --- |
| Vocational Courses (such as BTECs) | Allows you to study one subject in more depthCan still access most university courses after a level 3 courseGood option if you prefer courseworkCan prepare you for workCan access them with lower GCSE grades at level 1 and 2 | Normally only able to study one subjectOften only available at collegesCould limit next steps at 18 (because you have only studied one subject)Can’t access all university courses |
| T Levels | Allow you to gain high level qualificationsInclude 45 days work experience to prepare you for workAllow you to go to university or employmentLearn industry level skillsAssessed through coursework and exams | Not available at all colleges Only able to study one subjectLess well known than A Levels or BTecsCould limit next steps at 18 (because you have only studied one subject)Can’t access all university courses |
| Apprenticeships | Allow you to earn money while you studyGain real employer experience to prepare you for workBecome more independentAssessed mainly through coursework  | Only able to study one subjectLess well known than A Levels or BTecsNot always available in every area / careerCan’t normally go to university straight after |
| A Levels | Study 3 different subjectsOften stay at school sixth formClear path to universityDevelop deeper knowledge in subjects you enjoyDon’t need to decide on career path | Limited opportunity for work experienceVery academic rather than practicalLarge workload - lots of exams  |

**Activity 5:** Students must complete [this survey](https://www.tfaforms.com/4988479) before the end of the session.

# **Session 4: Be Inspired**

In this session you’ll be facilitating the Sector Role Model (SRM) conversation. You can plan your timings of the session around when your SRM is available - this means that if your SRM isn’t free at the beginning of the session you can start with Activity 2a.

During the SRM conversation:

* Introduce yourself and your student with a brief overview of how many questions will be asked and a reminder of safeguarding (no details to be exchanged), then hand over to your student
* Encourage your student to ask their own questions as opposed to leading the conversation for them
* Actively listen to the conversation and give non-verbal prompts of support to the student - this can be a daunting experience for them!
* Offer to write notes for your student whilst they ask the questions, so that they get the full benefit of the conversation
* Be mindful of time and check with the SRM if it needs to be extended

If you have two pupils, one could independently work through Activity 2 whilst the other one is having their SRM conversation.

It’s really important that all students complete the Final Evaluation Survey.

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# **Timings for Handbook Activities**

The handbook activities are designed to be worked through at your own pace. Some pupils may need more time to complete some of the activities - it’s fine to focus on those ones.

As a rough guide we suggest spending the following amount of time on these main activities - however we encourage you to follow your own pace.

**Remember: Each session has bonus activities so if you complete the main activities you can move onto these.**

| **Session One** |
| --- |
| **Intro and survey** | 10 minutes |
| **Activity 1** | 5 minutes |
| **Activity 2** | 10 minutes |
| **Activity 3** | 15 minutes |
| **Activity 4** | 15 minutes |
| **Activity 5** | 10 minutes |
| **Debrief** | 5 minutes |

| **Session Two** |
| --- |
| **Recap** | 5 minutes |
| **Activity 1** | 5 minutes |
| **Activity 2** | 60 minutes |
| **Activity 3** | 5 minutes |
| **Debrief** | 5 minutes |

| **Session Three** |
| --- |
| **Activity 1** | 5 minutes |
| **Activity 2** | 15 minutes |
| **Activity 3** | 10 minutes |
| **Activity 4** | 10 minutes |
| **Activity 5** | 5 minutes |
| **Debrief** | 5 minutes |

| **Session Four** |
| --- |
| **Activity 1 (including SRM conversation)** | 30 minutes |
| **Activity 2** | 20 minutes |
| **Activity 3** | 10 minutes |