

# ACTIVITY HANDBOOK

**Coaching Programme for Year 10 students** 

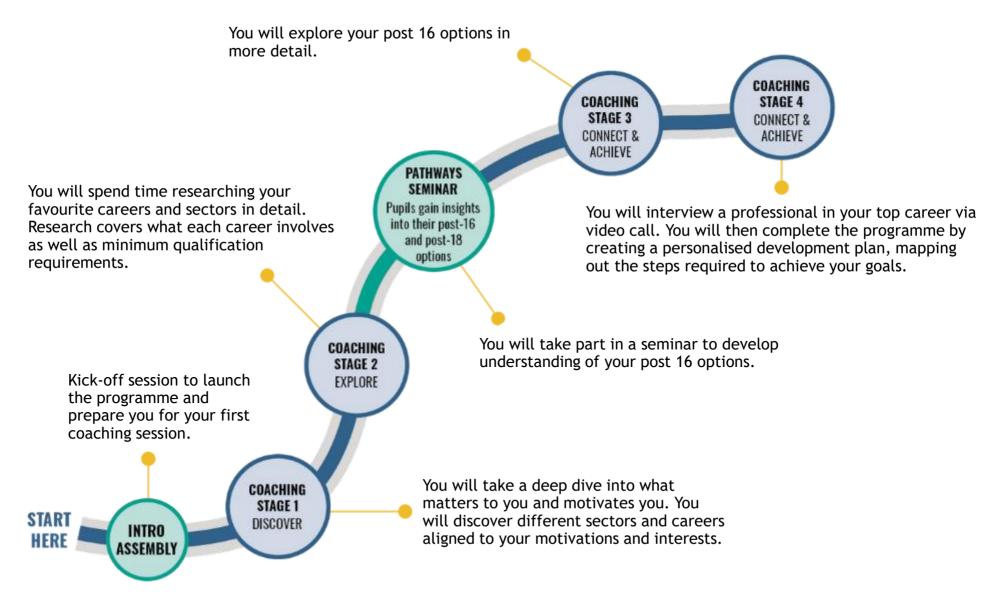
This book belongs to:

1

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## THE COACHING PROGRAMME



## HOW CAN WE HELP?

During this programme you will:



Learn about a range of exciting careers that suit your interests



Learn about the routes you could take after GCSEs



Learn what you can do now to make your goals a reality

"Now with the information I have, I feel like I can really do something that's right for me. I feel like I have a future now." Hersony - Future Software Engineer

## GLOSSARY OF TERMS



#### Career

The job or series of jobs that you do during your working life within the same sector.

#### Sector

Group of related jobs that often work together. e.g. doctors, nurses and dentists are all part of the Healthcare sector.

#### Pathway

Route to a particular career/many careers. e.g. A Level at School Sixth Form or BTEC at College.

#### Apprenticeship

A paid role spent working at an organisation whilst learning skills and studying for a qualification. There are different levels of apprenticeship (see qualification).

#### Apprenticeship provider

The employer who you complete an apprenticeship with *e.g. Rolls Royce*.

You would also study with a training provider who would provide the study part of your apprenticeship *e.g. FE College or Multiverse*.

Sometimes these are the same but often not. When applying you could apply direct to the training provider and then to an employer or vice versa.

#### University

Where you go to study a degree. e.g. Warwick University.

#### Qualification

A specific course (i.e. Engineering, Health and Beauty, Paramedic). Qualifications are set at different levels. e.g. GCSEs are Level 2, a university degree is Level 6. The qualification level influences what sort of role you could get into later.

# SESSION 1: Discover

#### This session will help you:

- Get to know your coach and learn how to use the platform and/or Handbook
- Understand your interests, motivations and skills
- Consider what matters to you in a career

- ACTIVITY 2: What have you already thought about?
- ACTIVITY 3: What motivates you?
- **ACTIVITY 4:** Strengths and skills
- ACTIVITY 5: What else should I consider when thinking about careers?

### START WITH A CHAT

You're going to be working with your coach for the next four weeks, so it's important to get to know each other! Take some time at the beginning of the session to find out more about each other.

Below are some ideas of questions that you can ask each other, but you can think of your own too.



## USING THE HANDBOOK

#### Online Programme

- It's up to you whether you or your coach controls Vedamo, but make sure you have clear notes so you can look back each week.
- Feel free to use the notes pages to record more info if you run out of space.
- If you're working in a three, use the relevant Session Template for 2:1s.

#### In Person Programme

- It's up to you whether you or your coach writes, but make sure you have clear notes so you can look back each week.
- If you're working in a three, make sure each pupil has a separate Handbook.
- At the end of the session, give your Handbook to your coach or Programme Manager to keep safe until next week.

### ACTIVITY 1: WHAT DO YOU WANT TO ACHIEVE?

This activity will help you and your coach understand what you want to achieve and therefore how your coach can best help you.

On each scale, mark a cross in the box you think most represents where you are now.



## ACTIVITY 1: WHAT DO YOU WANT TO ACHIEVE?

Tick the statement(s) that best represent what you want to achieve (you can choose as many as you like).

What would you like to achieve from this programme?



I want to have a clearer idea of careers I am interested in



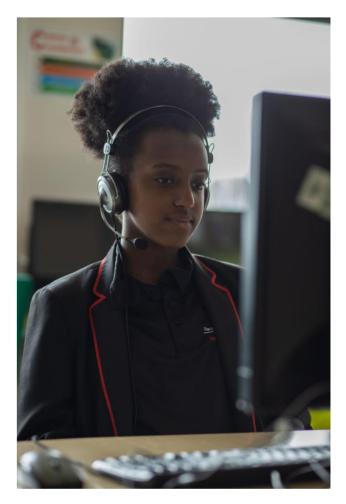
I want to learn in depth about my favourite careers



I want to have a clearer idea of what I can do after GCSEs



I want to think about which option after GCSEs will best suit me and my goals



#### ACTIVITY 2: WHAT HAVE YOU ALREADY THOUGHT ABOUT?

Have you already thought about your next steps? If you have some careers or pathways that you're already interested in, discuss the following questions with your coach and make some notes.

What careers or sectors have you already considered?
 Why are you interested in these careers/sectors?

 What pathway after GCSEs have you already considered? Why are you interested in this?

#### **Definitions**

#### Career

The job or series of jobs that you do during your working life within the same sector.

#### **Sector**

Group of related jobs that often work together. e.g. doctors, nurses and dentists are all part of the Healthcare sector.

#### **Pathway**

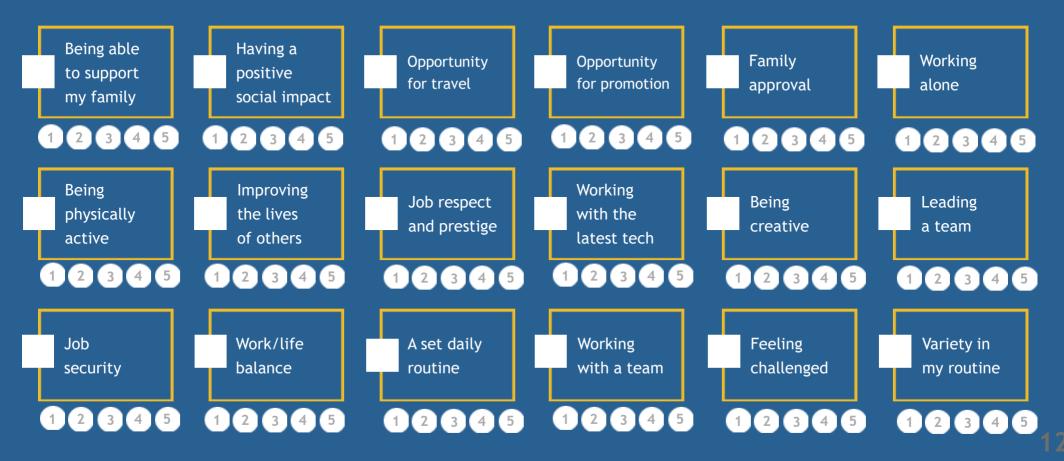
Route to a particular career/many careers. e.g. A Level at School Sixth Form or BTEC at FE College

## ACTIVITY 3: WHAT MOTIVATES YOU?

This activity will help you and your coach figure out what matters to you. This will help you choose a career that will be fulfilling and motivating.

Step 1: Read through and rate each motivation. Step 2: Tick the ones that are a 4 or 5.

1 = Not important at all. 5 = Extremely important.



### ACTIVITY 4: STRENGTHS AND SKILLS

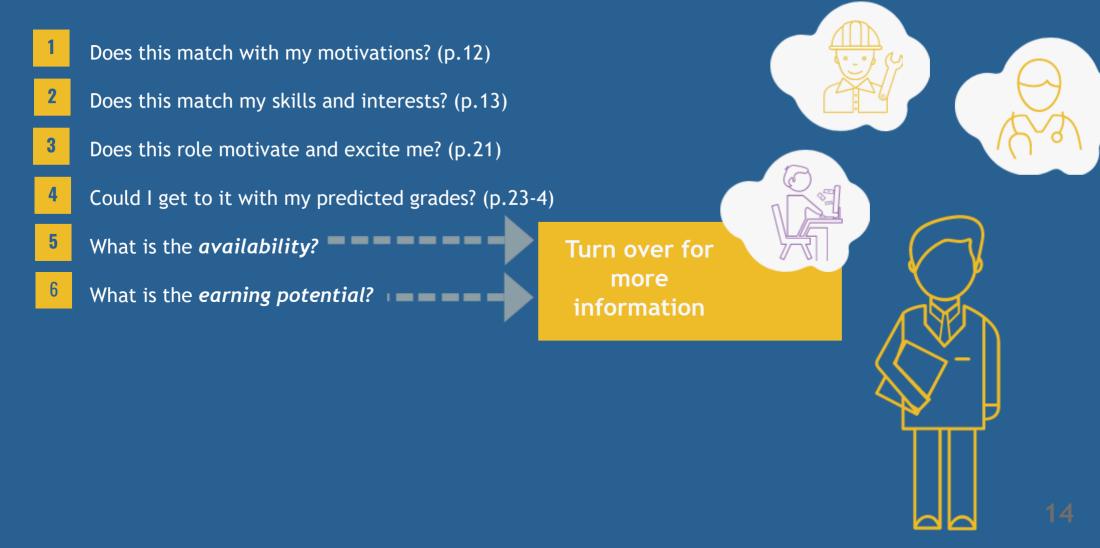
Understanding your skills will help you choose a career and also prepare you for applications and interviews in the future. This activity will help you think about what skills you are developing from your interests and activities.

If you find it easier to think about your interests and experiences first, start with the first column.
If you find it easier to think about your skills first, start with the second column and work back.

	Your interests and responsibilities	What skills have you gained from that experience?
e.g.	1) Babysitting 2) Basketball	1) Commitment, Responsibility, Time Management 2) Teamwork, Leadership
1		
2		
3		
4		

#### ACTIVITY 5: WHAT ELSE SHOULD I CONSIDER WHEN THINKING ABOUT CAREERS?

In the next session, you will identify specific careers that suit you. When you are thinking about the career you want, you will consider the following things, based on what you've done this session:



### ACTIVITY 5: AVAILABILITY AND EARNING Potential

#### **EARNING POTENTIAL**



Some careers/sectors will have the potential to earn more money than others. Some qualifications might also restrict how much you can earn in those sectors.

Tick the sector you think has the highest earning potential:



Construction



Agriculture



Check your answer here and spend some time exploring: https://bit.ly/earning21

#### **AVAILABILITY**



Some careers/sectors will have more roles available over the next few years and for some, fewer roles will become available.

Tick the career you think will have the highest increase in jobs in the next 5 years:



Paramedic

Software Developer

Civil Engineer

Check your answer here and spend some time exploring: https://bit.ly/careerpilot21

You will look at the availability and earning potential of your top careers in Session 2

## SESSION 1 CHECKLIST: WHAT HAVE WE ACHIEVED?



Get to know your coach and learn how to use the Handbook

Gain a greater understanding of your interests, motivations and skills

Consider what matters to you in a career

Before you finish today, make sure you leave time to debrief your session.

FINISHED EARLY? MOVE ON TO SESSION 2!

# SESSION 2: Explore

#### This session will help you:

- Explore careers/sectors that suit your skills and interests
- Gain more knowledge about the sectors/careers you are most interested in
- Understand where you can go for career information in the future

- ACTIVITY 1: Skills Assessment Quiz
- ACTIVITY 2: Related Careers
- ACTIVITY 3: My Career Longlist
- ACTIVITY 4: Career Profiles
- ACTIVITY 5: Preparing for your Sector Role Model conversation

#### START WITH A CHAT

What do you remember about each other from last week (p.7)? Test each other on your three facts - how many did you get right?



## ACTIVITY 1: SKILLS ASSESSMENT QUIZ

In Session 1, you learnt about your interests, motivations and skills. Today, you will explore different careers or sectors that might be right for you. Don't worry about picking a definite and final career - this is about exploring what's out there and thinking about what interests you.

This activity can take a long time, but try not to spend more than 30 minutes on it.



Skills Assessment Quiz - Go to https://bit.ly/ncsskills and complete the quiz. Share your screen with your coach so you can discuss the answers. At the end, you can send your answers to your school email address.



Explore Careers - Discuss the careers/sectors suggested to you and note down any you are interested in on your career longlist (p.21). Why does that interest you?



<u>Discuss with Coach</u> - You may get suggested careers you aren't interested in. That's fine! It's also good to learn what you don't want to do. Discuss with your coach why they might have come up on the list and why you're not keen on those careers.

## ACTIVITY 2: RELATED CAREERS

A sector is a group of related jobs that often work together e.g. doctors, nurses and dentists are all part of the Healthcare sector. It's really important to think about related careers because it might lead you to a career you haven't thought of yet, or it might provide you with other options in case your first choice doesn't work out.

Note down some of the careers that came out of your skills assessment below and look up two related careers<sup>\*</sup>. Discuss whether these interest you too. If so, you can create additional career profiles in Activity 4.

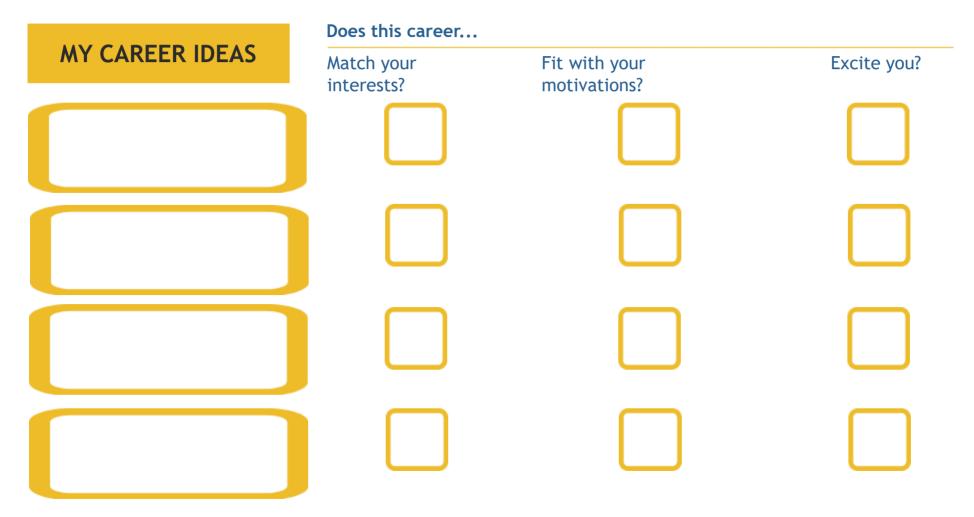


## ACTIVITY 3: MY CAREER LONGLIST

Using the Skills Assessment Quiz (Activity 1), Related Careers (Activity 2) and what you have already thought bouch about from page 11 - which careers are you most interested in?

Once you have come up with your top 4, think about whether they match your interests, align with your motivations and excite you.

Highlight or circle your top 2 career ideas - you will research these in depth.



## ACTIVITY 4: CAREER PROFILES (example page)

For each of your top careers, use your research to complete the career profiles on the next few pages. Use this example page and the National Careers Service Website to help you - https://bit.ly/ncsexplore. \*Information on availability can be found on https://bit.ly/careerpilot21.

#### Spend 15 minutes on each profile.

Career		Sector		Average Salary & Earning Potential	Availability (high/low)*
Paramedic		Health / Emerger Services	ncy	£25,000-£37,900	
			High job availability with +10% predicted job growth		
Discuss the following with your coach and make notes if you'd likeWhat does this career involve? Example: Responding to emergencies assessing urgent situations, looking after medical equipment reassuring person to families and the public in emergencies 			medical equipment, acc blic in emergencies. nowledge of healthcare w eamwork, adaptable and ations? Why? I want an a sful situations and am o	curate record keeping and being a which I will learn on the job, sensitivity, I customer service skills. An and that involves being part of a rganised with my school work so I can	
Qualifications needed	GCSE Gra Example : 4/5 GCSE		<b>Post 16</b> Example A Levels o	: or BTEC equilvalent	<b>Post 18</b> Example : Paramedic Science at University or paramedic degree apprenticeship

Fill in what you can - you'll learn more about qualifications and pathways next week.

## ACTIVITY 4: CAREER PROFILES (CAREER 1)

Career #1		Sector	Average salary & Earning Potential	Availability (high/low)		
Discuss the following with your coach and make notes if	What does this career involve?					
you'd like	What are the skills required?					
	Do you t	hink it suits your skills and m	otivations? Why?			
Qualifications needed	GCSE Gra	des Post 16	Pe	ost 18		

## ACTIVITY 4: CAREER PROFILES (CAREER 2)

Career #2		Sector		Average salary & Earning Potential	Availability (high/low)
Discuss the following with your coach and make notes if you'd like	What are	es this career involve e the skills required? hink it suits your skill		ivations? Why?	
Qualifications needed	GCSE Gra	des	Post 16	Ρ	ost 18

### ACTIVITY 5: PREPARING FOR YOUR SECTOR Role model conversation

In your final session, you will have the opportunity to speak to an expert in one of your top careers or pathways.

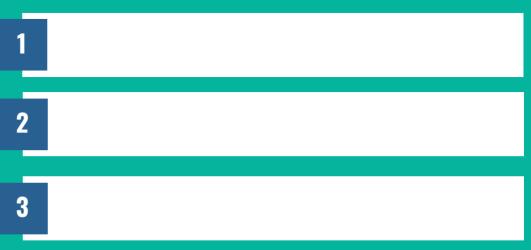
Discuss with your coach who you would like to speak to. Write down 3 potential options for your coach to explore.

#### This could be:

- A professional in one of your top careers or sectors
- A university student studying a course you are interested in
- An apprentice in an apprenticeship you are interested in

You will prepare some questions for your Sector Role Model conversation in Session 3.





## SESSION 2 CHECKLIST: WHAT HAVE WE ACHIEVED?



Tick the aims you feel you have achieved with your coach.

Explore jobs/sectors that suit your skills and interests

Gain more knowledge about the sectors/careers you are most interested in

Understand how to research careers information online

Before you finish today, make sure you leave time to debrief your session.

#### FINISHED EARLY? MOVE ON TO SESSION 3!

# SESSION 3: CONNECT **& ACHIEVE**

#### This session will help you:

- Understand which pathways are available to you after GCSEs
- Think about what you might want to study and where
- Prepare for your Sector Role Model conversation

ACTIVITY 1:	Pathways Seminar Debrief
ACTIVITY 2:	What should I study after GCSEs?
ACTIVITY 3:	Where can I study after GCSEs?
ACTIVITY 4:	My Post 16 Plan
ACTIVITY 5:	The Aspire Process
ACTIVITY 6:	Preparing for your Sector Role Model conversation

#### START WITH A CHAT

Did either of you remember to bring something in to show this week?



## ACTIVITY 1: PATHWAYS SEMINAR DEBRIEF

In the past week, you attended a Pathways Seminar with your Programme Manager. What can you remember? Use the questions below to teach your coach about your Pathway Options. If you get stuck, there's information on the following pages to help you.

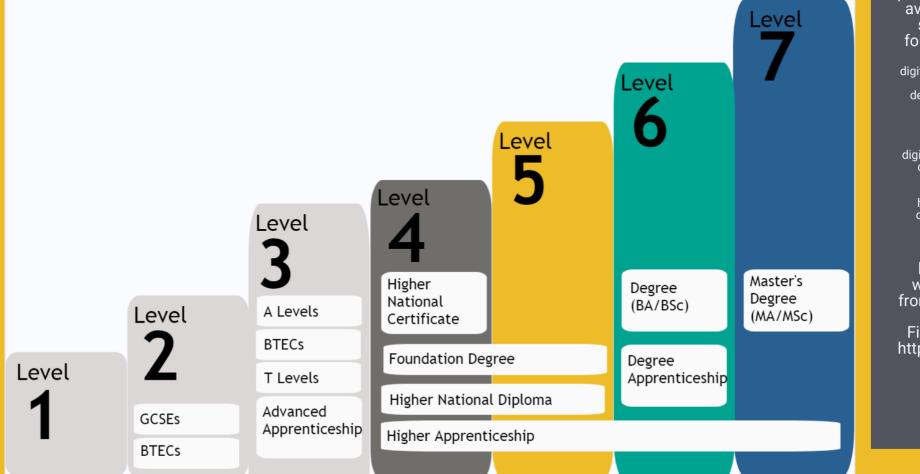
If you couldn't attend the session, use the session time to learn about the Pathway Options on the following pages.

1	What are Qualification Levels? What Level are you on? (Answer - p.30)
2	What are the three main Pathway Options after your GCSEs? What is a pro and con of each?
3	Where are the three main places to study after your GCSEs? What is a pro and con of each?
4	What Pathway Options are you currently thinking about?
N	There's a lot of information to understand during this session so take your time and read through everything carefully!

## INFORMATION: WHAT DO THE LEVELS MEAN?

Qualification Levels demonstrate the level of education you have in a subject. In Year 10, you'll be on Level 1-2.

Stopping at certain levels could restrict the career you can go onto in the future so it's really important to *Level Up* your qualification levels.



#### **T** Levels

T Levels are new, Level 3, two-year courses. They include vocational skills and theory as well as work placements and are available at some schools in the following sectors:

digital production, design and development design, surveying and planning education building services engineering digital business services digital support and services health healthcare science onsite construction science

T Levels will become more widely available from Autumn 2022.

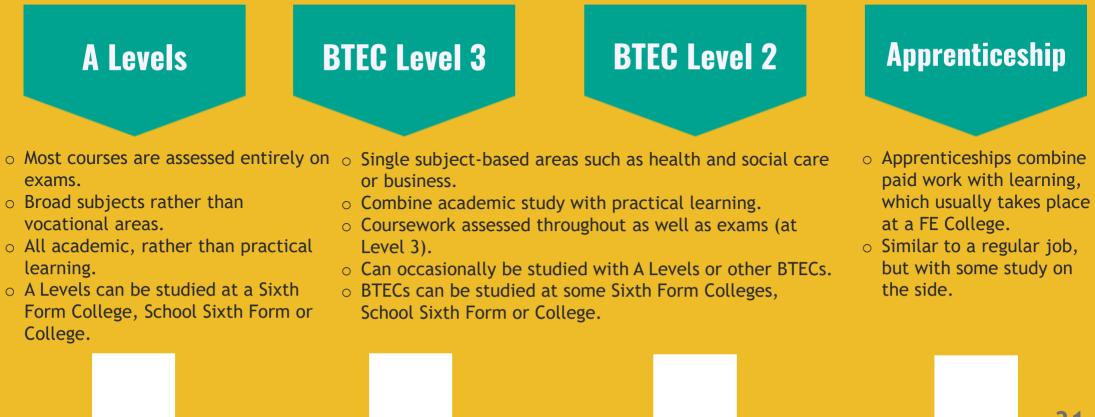
Find out more on https://bit.ly/tlevels ff

## ACTIVITY 2: WHAT SHOULD I STUDY AFTER GCSES?

a) Have a look at the course options below and consider the following questions:

- -How does the course build on your strengths and interests?
- -Does the course fit with your learning style? (i.e. exams vs coursework, practical vs academic)
- -What will you be doing on the course and what will the workload be like?
- -Where will the course lead you to and how do you think the qualification will bring you closer to your career goals?
- -Look back at p.23 and p.24 do your choices match with the qualifications needed for your top careers?

b) Think about the questions above and mark your top choice course with an A. Now think about a back up plan - if you don't get the GCSEs for your course A, what would be your second choice? Mark this with a B.



## ACTIVITY 3a: WHERE CAN I STUDY AFTER GCSES?

Read the descriptions and draw a line to match up the option to the correct description.

Discuss the pros and cons of each option with your coach.

Which ones have you heard of? Does your school have a Sixth Form? Where do people from your school usually go?

#### School Sixth Form

#### Sixth Form College

## Further Education (FE) College

#### Apprenticeship

#### • Individual entry requirements

- o Level 2 or 3
- You will work for a real employer alongside other experienced staff
- Working mainly and studying one day a week, usually at a College
- Level 3 courses (A Levels and some BTECs)
- $\circ~$  Most require a minimum of five GCSEs at Grade 5+ including Maths and English
- $\circ~$  Often smaller than other options
- Attend every day with smart clothing required (usually no uniform)
- o Level 3 courses (A Levels and some BTECs)
- $\circ~$  Most require a minimum of five GCSEs at Grade 5+ including Maths and English
- $\circ~$  They have on average 1,200 students studying from entry level up to A Levels and BTECs
- $\,\circ\,$  Large range of vocational and academic qualifications at Levels 1,  $\,2$  and 3  $\,$
- No minimum entry requirements
- Large organisations that may have more than one site
- $\circ\;$  There is no upper age limit and offer more independence than other options.

## ACTIVITY 3b: WHERE CAN I STUDY AFTER GCSES?

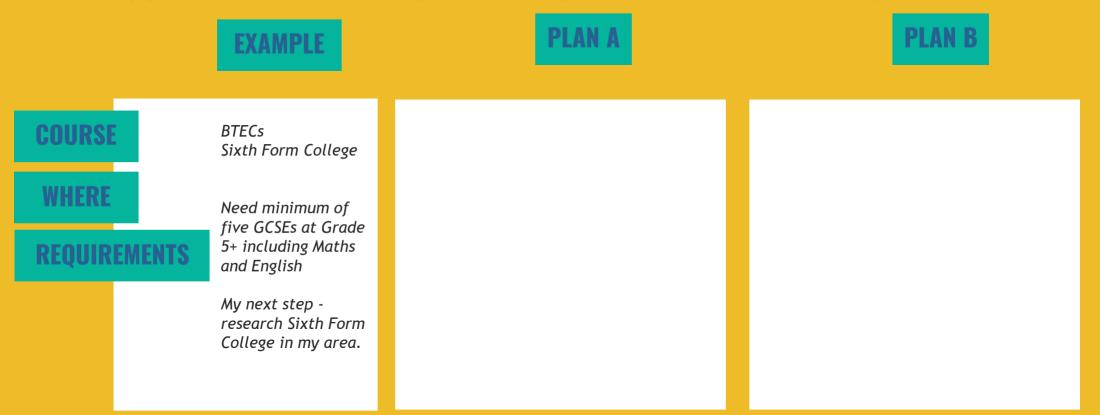
Go through the chart below and tick the boxes that are relevant. On the next page you can decide on your preferred place to study after GCSEs.

	Could I study my preferred course (Activity 2) here?	Could I get in with my current predicted grades?	Would studying here suit me? (Activity 3a)
My school Sixth Form (if it has one)			
Another school Sixth Form or Sixth Form College			
FE College			
Apprenticeship			

If you don't know whether you could get in with your current grades go to your school website or google a school/college nearby and see what the entry requirements are.

## ACTIVITY 4: MY POST 16 PLAN

Now that you have a better idea of your options, you're going to write down your top choice plan, Plan A, and a back up plan, Plan B so it's all in one place. There's space for more notes on the next page.



If people from your school don't go to the Sixth Form, where do most of them go? Write your answer below if you know. If you don't know, research the options in your area.

## ACTIVITY 4: NOTES PAGE

If you have time with your coach, have a look at the websites for the schools/colleges you discussed on the previous page. Do they do the course you are interested in? What GCSE grades are needed? Feel free to write notes elsewhere if there is not enough space below.



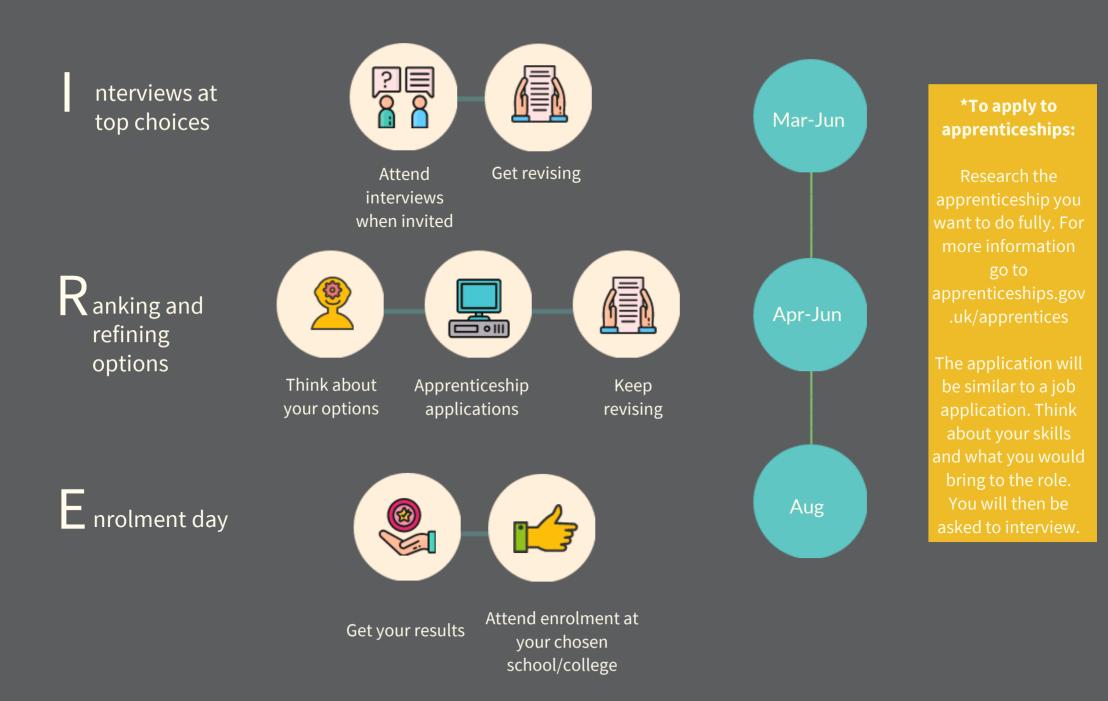
## ACTIVITY 5: THE ASPIRE PROCESS

This next section will tell you a bit more about what you need to do next year, in Year 11, to prepare for your next steps. We've come up with a handy acronym, ASPIRE, to help you remember the process.

Read the information and answer the questions on page 39.

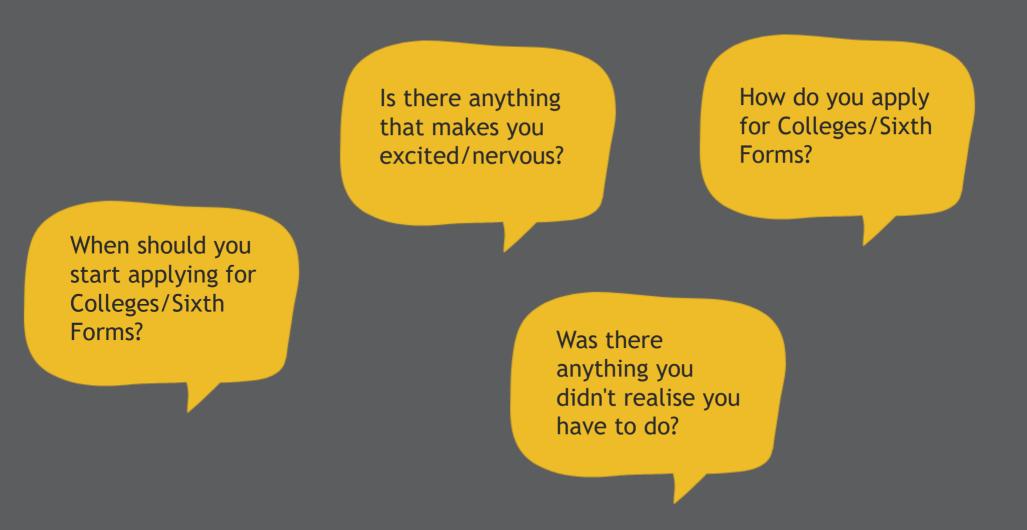






#### ACTIVITY 5: UNDERSTANDING THE ASPIRE PROCESS

Answer the following questions with your coach based on what you just read.



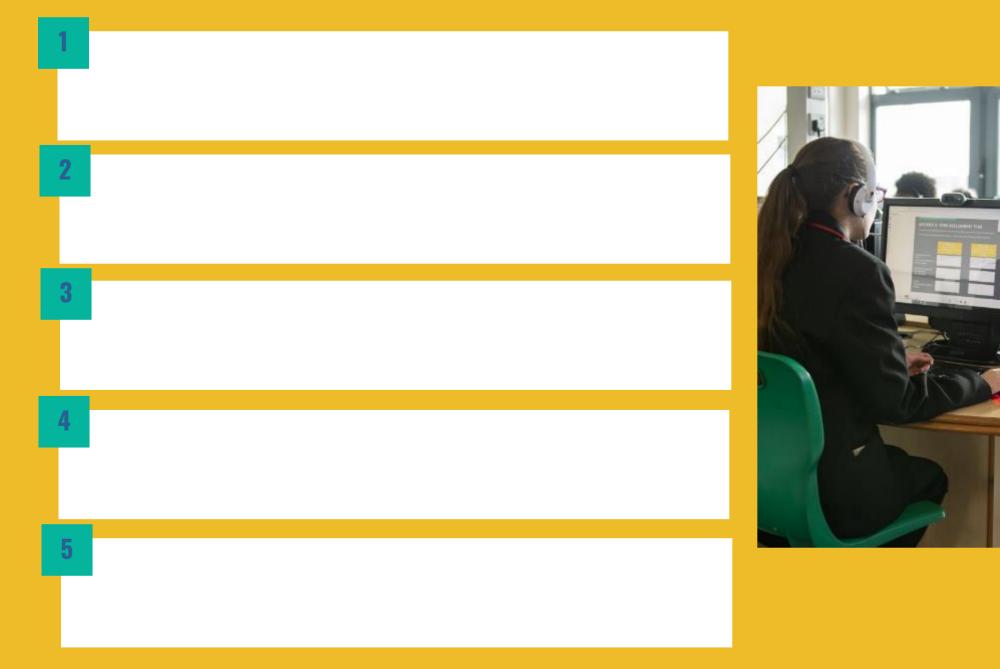
#### ACTIVITY 6: PREPARING FOR YOUR Sector Role Model Conversation

Discuss the questions you would like to ask your Sector Role Model (remember there is some more information about this on page 25).



Read through the suggestions and then write down 3 or more of your own questions on the next page so you can get the most out of the conversation.

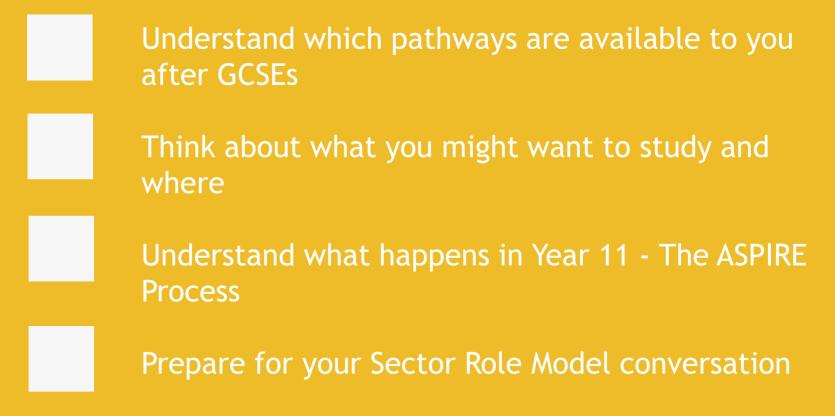
Write down 3 or more of your own questions so you can get the most out of your Sector Role Model conversation. Your coach will send these to the professional before your conversation.



#### SESSION 3 CHECKLIST: WHAT HAVE WE Achieved?



Tick the aims you feel you have achieved with your coach.



Before you finish today, make sure you leave time to debrief your session.

FINISHED EARLY? MOVE ON TO SESSION 4!

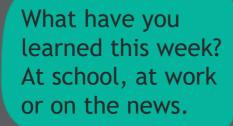
# SESSION **CONNECT & ACHIEVE**

#### This session will help you:

- Reflect on your Sector Role Model's answers
- Record your Pathway Options so that you know what next steps you can take
- Create some goals so you achieve your aspirations

- ACTIVITY 1: Your Sector Role Model Conversation and Reflections
- ACTIVITY 2: Final Plans Survey
- **ACTIVITY 3:** Your Goals

### START WITH A CHAT



How are you feeling about the Sector Role Model conversation?

> How are you feeling about this being our final session?

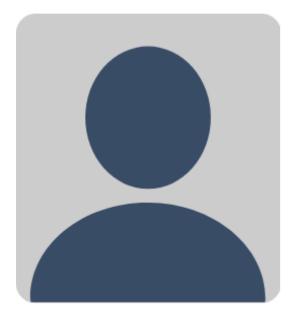
What do you want to get out of the final session?

What will you take away from these conversations?



#### ACTIVITY 1a: YOUR SECTOR ROLE MODEL CONVERSATION

Get your coach to describe who you will be speaking to today.



What's their name and role?

How are you feeling about the Sector Role Model conversation? Are you ready for the call? Turn the page for some prompt questions but remember to use the ones you created last week too!

Remember: This conversation must be supervised by a coach at all times.

#### ACTIVITY 1b: YOUR SECTOR ROLE MODEL CONVERSATION

Before the call, remind yourself which questions you are going to ask your professional - use the questions you created last week.

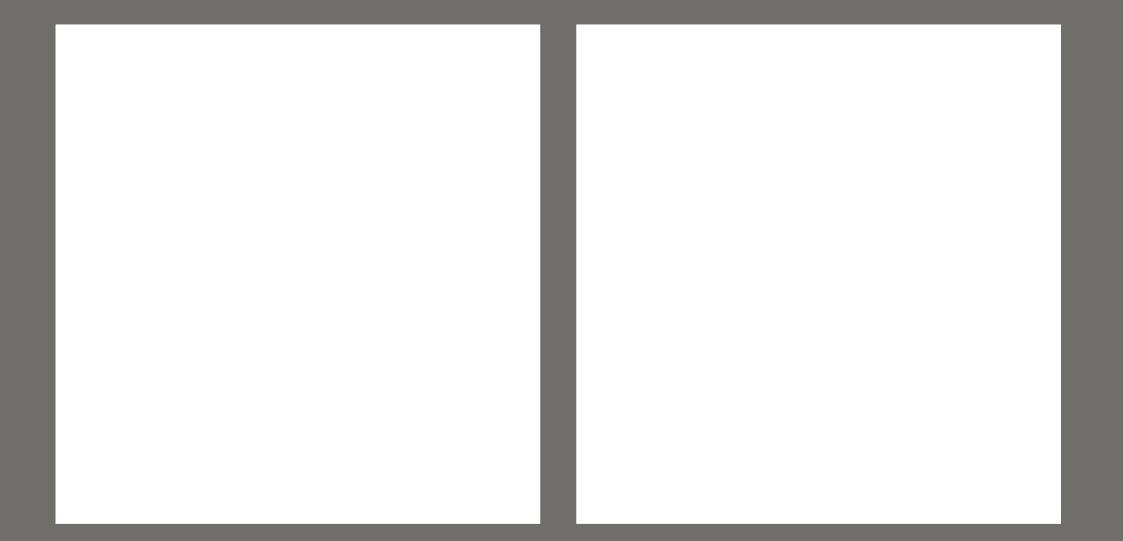
#### **Common Questions:**

- 1. How did you decide that working in this sector was right for you?
- 2. What are the advantages and challenges of your job?
- 3. What does a typical day look like?
- 4. Have you had any experience in recruiting in your organisation? What do they look for?
- 5. What opportunities are there for progression and promotion?
- 6. What is the most motivating factor for you in this role?

Remember: This conversation must be supervised by a coach at all times.

### ACTIVITY 1: NOTES PAGE

This conversation will be useful to get a better understanding of the role/sector - you or your coach can make some notes during your call with the Sector Role Model below.



#### ACTIVITY 1c: REFLECTING ON YOUR Sector Role Model Conversation

Once you have had your call with your expert, review the information and reflect on what you learned with your coach.

What did you find most interesting?	Did you get any great tips or advice?
Did anything surprise you?	Are you now more or less interested in this particular sector/job/pathway?

## ACTIVITY 2: FINAL PLANS - SURVEY

We want you to leave this programme with an idea of some pathways you might want to take after GCSEs - a top choice, Plan A and a back up option, Plan B.

Find the survey - Go to https://bit.ly/end2122 and complete the survey using Steps 2-4. You can share your screen with your coach for the first part.

**§** Step 2

Step 1

<u>Part One - Your Options</u> - Your coach can help you with the first part about your options and what you've learnt on the programme. It's really important to have this clearly laid out in one place to help you plan for your next steps - you'll have access to this part after the programme.



<u>Part Two - Your Programme Survey</u> - Please complete this section independently. If there's anything you don't understand, please ask your coach or Programme Manager.



Hit submit once you've finished - it's important this is all recorded properly so please take your time.

## ACTIVITY 3: YOUR GOALS

What are you going to do over the next 6 months to achieve your Plan A Option?

#### Your goals

E.g, Research three Colleges

#### What resources or help you might need?

E.g. College websites, this handbook for my course ideas.

# When will you complete it by?

E.g. By Year 11.

# SESSION 4 CHECKLIST: WHAT HAVE WE ACHIEVED?



Tick the aims you feel you have achieved with your coach

Reflect on your Sector Role Model's answers

Learn about the Aspire process

Complete your Final Survey so that you know what next steps you can take

You have almost completed the Future Frontiers Programme!

Reflect on what you have learned and achieved over the last few weeks.



Does this change anything about your Plan A or Plan B?

?

**Reflection questions:** 

- $\circ$  What have the most helpful parts of the programme been?
- $_{\odot}$  What do you know or understand now, that you were less sure of before?



Have you completed the final survey yet?

If not, please return to page 49 and complete the survey. If yes, continue to the next page.

https://bit.ly/end2122



# THANK YOUI

Congratulations on completing the programme!

Finished early? Turn over for more!

Finished early? There is always more research to do! Work with your coach on the following or ask your Programme Manager if you're stuck:

- Revisit Session 3, Activities 1-3
- Research specific colleges you could apply to and their entry requirements.
- Create a career profile for another one of your top careers.
- Interview your coach about their career.
- Research how you would apply to your options after GCSEs.

