

WEEK 3

Set Up Vedamo

- **Schedule Session 3 on Vedamo.** Invite your pupil in the participants box which sends an automated email with the classroom link and time.

Session Prep

- Read the Session 3 section of the [Coach Portal](#) including the Coach Facilitation notes and the **video tutorial** (also on [youtube here](#)).
- Look over **pages 26-40 of the Activity Handbook.**
- If you know **your pupil's course shortlist**, have a quick look at them so you can discuss them together.
- **Reach out to your contacts who could be your pupils' Sector Role Model (s)** (you can find more than one). See the [SRM section of Coach Portal](#) for tips, logistics, our network of contacts and template comms.

Send Reminder Email

- Remind your pupil to check for the Vedamo email invite (spam as well).
- Remind them to complete the Independent Research before Session 3 (sheet attached to this email).

Session 3

- Login to Vedamo 5/10 minutes early. Import the Handbook **pages 26-40** into the classroom ([review this video](#) about how, @ 4 mins 30 if needed).
- Complete the Session 3 activities:
 - 1. Choosing a Pathway
 - 2. Choosing a Subject (university)
 - 3. Choosing a provider/course
 - 4. Provider/course profiles
 - 3. Preparing for your Sector Role Model Conversation (will be approx 20mins)
 - Independent Research - email introduction (**pupils never send this directly to the SRM - coaches only send it on for them.**)

After Session 3

- Send your pupil the PDF from Vedamo and send a reminder of **Session 4 Independent Research** (found on the [Coach Portal in S4 prep](#)). **Send this on to the SRM when completed** in a separate email (not sharing any details)
- **Confirm the Sector Role Model** contact.
 - Send them your **pupil's questions** (so they can prep).
 - See [SRM section of Coach Portal](#) for all information.
- **Confirm a date** when all three of you can have a **Vedamo conversation and Session 4** (this can be a separate day/time to your Session 4 with your pupil, if needed).
- **Schedule Session 4 (or SRM call only) on Vedamo.**
 - Invite both the SRM and pupil on the Vedamo participants list (**never Cc them into an email together**).