



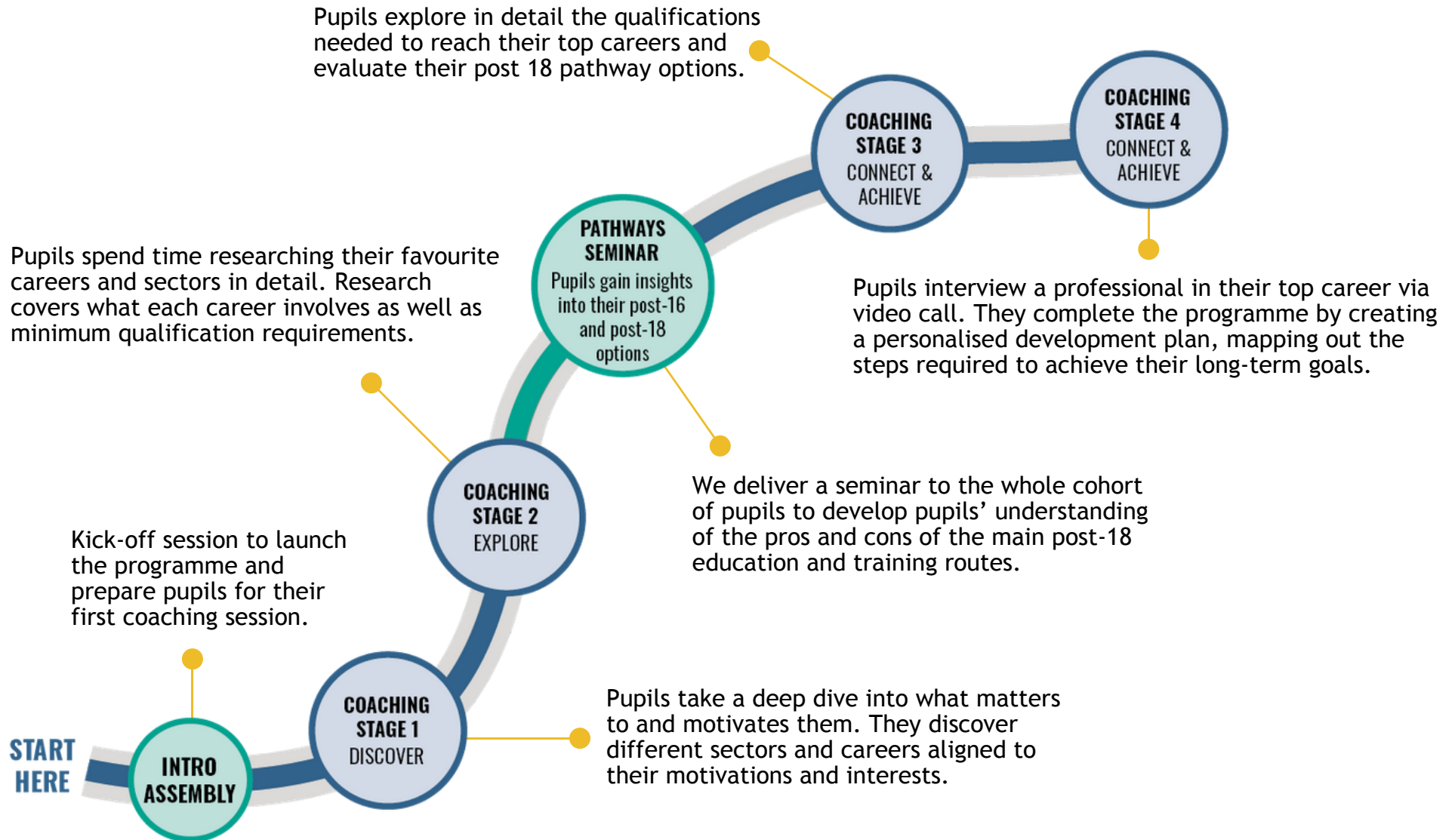
ACTIVITY HANDBOOK

Coaching programme for S5 and S6

CONTENTS

The coaching programme.....	3
How can we help?.....	4
Glossary of terms.....	5
Tech test intro session.....	6
Session 1: Discover.....	7
Session 2: Explore.....	16
Session 3: Connect & Achieve.....	26
Session 4: Connect & Achieve.....	41

THE COACHING PROGRAMME



HOW CAN WE HELP?

During this programme you will:

- 1** Learn about a range of exciting careers and find a career that inspires you.
- 2** Learn about the routes you could take to reach this career.
- 3** Learn what you can do now to make your goal 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. university or apprenticeship.

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.

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 7. The qualification level influences what sort of role you could get onto later. A full list of qualification levels are found [here](#).

TECH TEST INTRO SESSION

During this short 15 minute test session, you can:

- 1 Introduce yourself to your coach
- 2 Check that your tech works and practise working on Vedamo
- 3 Speak to your coach about how you will both work together



SESSION 1: DISCOVER

This session will help you:

- Gain a greater understanding of your personality, interests, motivations and skills
 - Consider what matters to you in a fulfilling career
 - Discover sectors that are right for you
-

ACTIVITY 1: What do you want to achieve?

ACTIVITY 2: What have you already thought about?

ACTIVITY 3: What motivates you?

ACTIVITY 4: Strengths and skills



15 minutes

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.

What did you want to be when you were my age?

What are you currently studying? Highers? BTECs? What subjects?

What year are you in and how do you find school?

What is your job? What does that involve?

What are your hobbies? What do you do in your spare time?

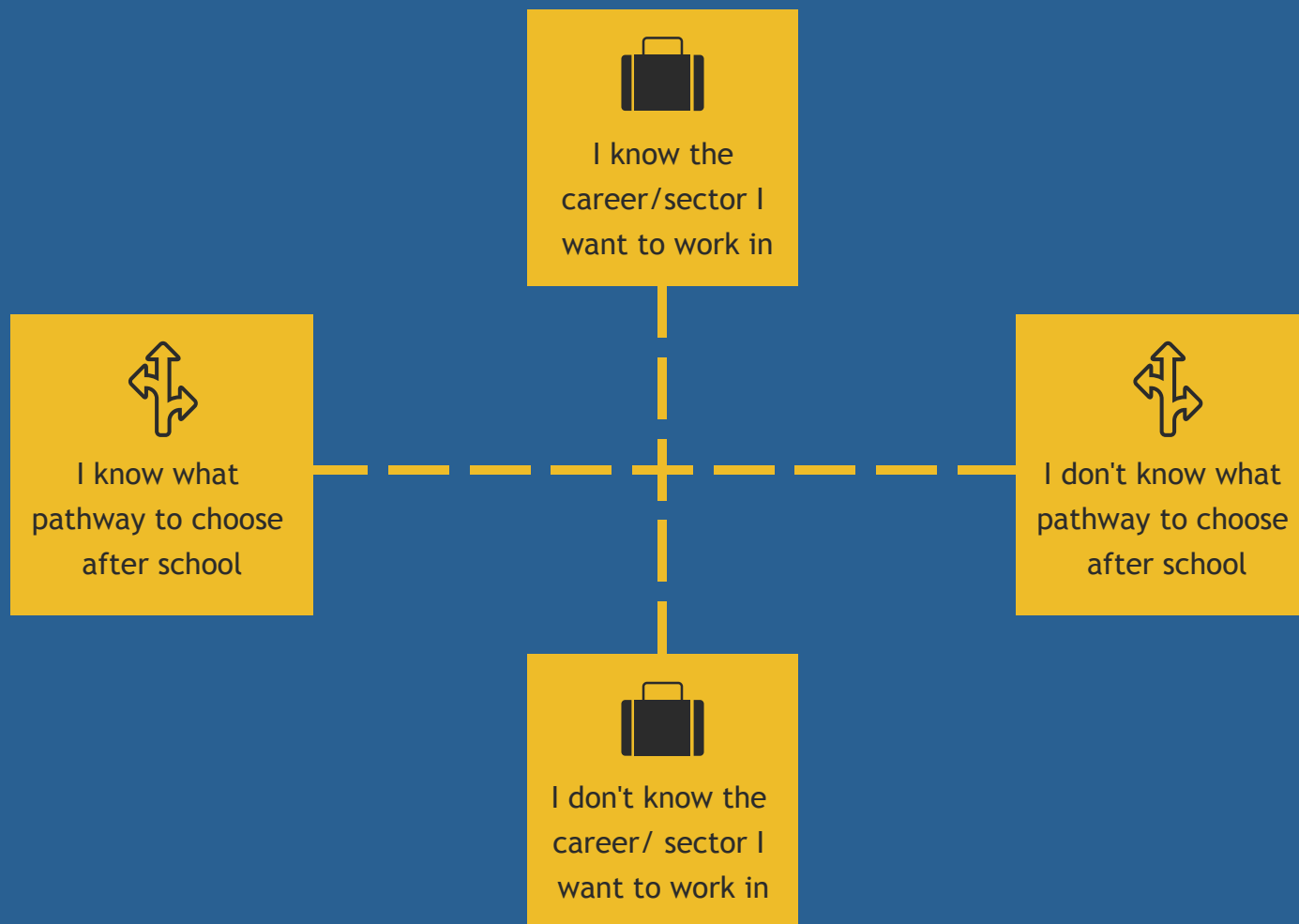
What did you do after you were 18?



2 minutes

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. Mark a cross in the quadrant you think most represents you below:





3 minutes

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

What would you like to achieve from this programme?

Have a clearer idea of careers I am interested in

Learn in depth about my favourite careers

Have a clearer idea of what I want to do after I finish school

Have a clearer idea of university courses and/or apprenticeships that I can apply for and what I need to do to get there



15 minutes

ACTIVITY 3: WHAT MOTIVATES YOU?

This activity will help you and your coach figure out what matters to you. This will eventually help you choose a career that will be fulfilling and motivating. It's important to think of roles that you will be happy in and these will become career goals that motivate you.

Tick all the aspects of a career that you think are important to you. Ask your coach if you do not fully understand any of them.

- Being able to support my family
- Having a positive social impact
- Opportunity for travel
- Opportunity for promotion
- Family approval
- Working alone
- Being physically active
- Improving the lives of others
- Job respect and prestige
- Working with the latest tech
- Being creative
- Leading a team
- Job security
- Work/life balance
- A set daily routine
- Working with a team
- Feeling challenged
- Variety in my routine



10 minutes

ACTIVITY 4: STRENGTHS AND SKILLS

Knowing what your skills are is not only important in choosing a career, but we are also often asked to describe our skills and strengths in applications or interviews. It can be hard to know what we are good at and find examples of skills, so this activity will help you think about what skills you are developing from your interests.

- If you find it easier to think about your skills first, start with the first column.
- If you find it easier to think about your interests first, start with the middle column.

Your skills	Your interests/activities that you take part in (Examples of these strengths)	What other skills have you gained from that activity?
1		
2		
3		
4		
5		

INDEPENDENT RESEARCH BEFORE SESSION 2: MY JOB SECTOR SHORTLIST

Now you have learnt more about your interests, motivations and skills, we want to explore what sectors you may be most suited to work in.

A **job sector** is a group of related jobs that often work together, e.g. doctors, nurses and dentists are all part of the healthcare sector. Think of an umbrella as the job sector and it covers all of the related careers within that sector.

Discuss the following with your coach beforehand:

Have you ever heard of the term 'Job Sector' before?

Can you name any job sectors?

Are there any sectors you are already interested in?

Step 1



Job Sector Quiz

Log onto Career Pilot and take the [Job Sector Quiz](#) to explore what sectors you are best matched to.

Step 2



Explore Sectors

Note down the top 3 sectors you are best matched with on the next page.

INDEPENDENT RESEARCH BEFORE SESSION 2: MY JOB SECTOR SHORTLIST

Go to www.futurefrontiers.org.uk/online-pupil-portal and click on "Before Session 2".

Complete your Job Sector shortlist using the [Job Profiles](#) on *Career Pilot* to help you find careers within each sector.

My Top Sector is...

My Second Sector is...

My Third Sector is...

Careers I am interested
in within this sector:

1

2

3

Careers I am interested
in within this sector:

1

2

3

Careers I am interested
in within this sector:

1

2

3

SESSION 2: EXPLORE

This session will help you:

- Gain more knowledge about your top job sector and careers
 - Consider the information you need to decide whether a career is right for you
 - Reflect on your research and identify what else you would like to find out
-

ACTIVITY 1: My Career Longlist

ACTIVITY 2: Career Profiles

ACTIVITY 3: Preparing for your Sector Role Model conversation



10 minutes

REVIEW INDEPENDENT RESEARCH

Discuss your completed Job Sector shortlist with your coach:

My Top Sector is...

My Second Sector is...

My Third Sector is...

**Careers I am interested
in within this sector:**

1

2

3

**Careers I am interested
in within this sector:**

1

2

3

**Careers I am interested
in within this sector:**

1

2

3



20 minutes

ACTIVITY 1: MY CAREER LONGLIST

The next step is for you to have a look at different careers that interest you. Think about what you already know, the sector activity and what you have discussed with your coach so far - which careers are you most interested in?

Feel free to do some more research with your coach and look at “related careers” to those you are keen on. This will build up your shortlist.

Once you have come up with your top 6, think about whether they match your interests, align with your motivations and excite you.

MY CAREER IDEAS	Does this career...		
	Match your interests?	Fit with your motivations?	Excite you?
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continues on next page

MY CAREER IDEAS

Does this career...

Match your interests?

Fit with your motivations?

Excite you?



5 minutes

ACTIVITY 2: CAREER PROFILES

It's now time to look at some of the careers you have chosen in more detail.

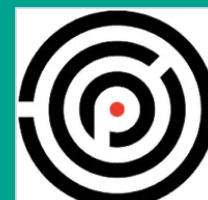
Pick 3 careers based on your research that you would like to discuss further with your coach:

For each of your top three careers, use your research and discussions with your coach to complete the career profiles on the next few pages.



Remember: Try and think about how you feel about all the elements of these careers. Do they match your interests and motivations?

You can use the website [Planit for this](https://www.planitplus.net), which gives more information about careers, qualifications needed and routes in.



Planit : For Careers, Learning, and Schools in Scotland

[planitplus.net](https://www.planitplus.net)



15 minutes

CAREER 1

Career #1	Sector	Average salary	Availability
Overview What does this career involve?		Skills required	
Is this role a good fit for me? (circle)		How suited is this role to my skills? (circle)	
Excellent match Good match Okay match Poor match		Excellent match Good match Okay match Poor match	
Qualifications and routes in (pathways)		Qualifications and routes in (pathways)	



15 minutes

CAREER 2

Career #2	Sector	Average salary	Availability
Overview What does this career involve?		Skills required	
Is this role a good fit for me? (circle)		How suited is this role to my skills? (circle)	
Excellent match Good match Okay match Poor match		Excellent match Good match Okay match Poor match	
Qualifications and routes in (pathways)		Qualifications and routes in (pathways)	



15 minutes

CAREER 3

Career #3	Sector	Average salary	Availability
Overview What does this career involve?		Skills required	
Is this role a good fit for me? (circle) Excellent match Good match Okay match Poor match		How suited is this role to my skills? (circle) Excellent match Good match Okay match Poor match	
Qualifications and routes in (pathways)		Qualifications and routes in (pathways)	

ACTIVITY 3: PREPARING FOR YOUR SECTOR ROLE MODEL CONVERSATION

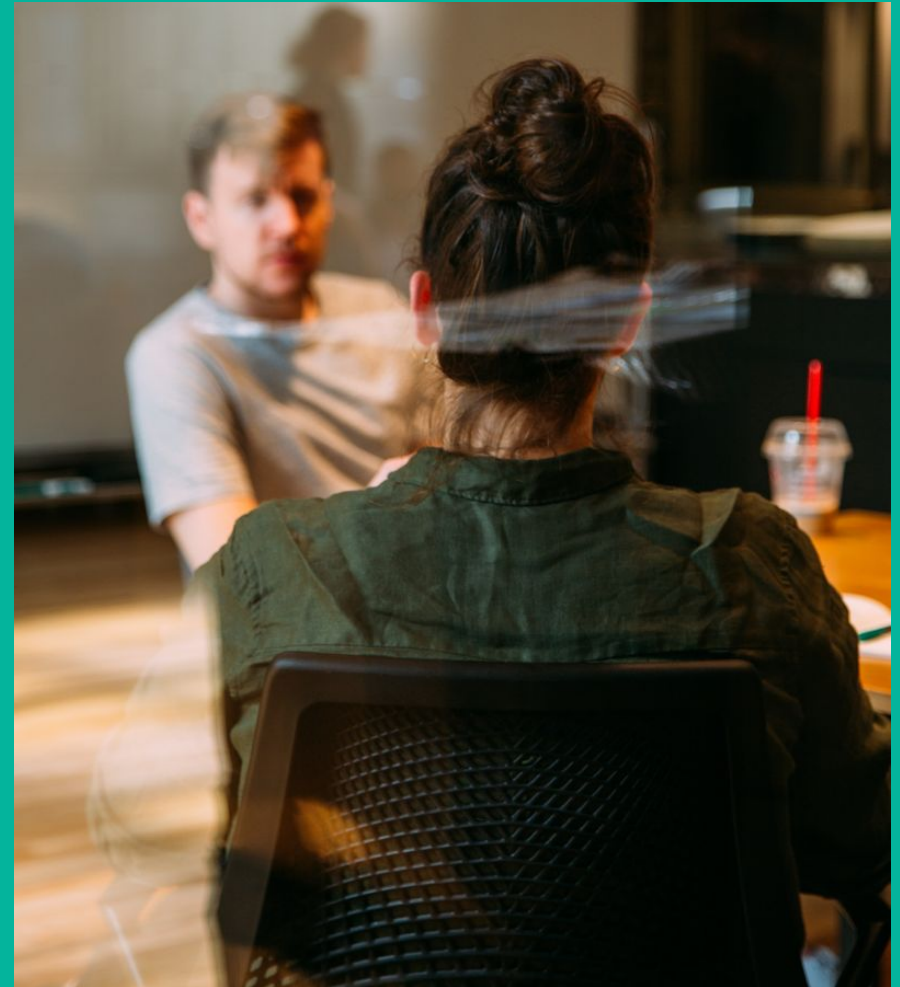
In your final session, you will have the opportunity to speak to an expert in one of your top careers or pathways.

Discuss with your coach who you would like to speak to.

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 and your coach will prepare some questions for your Sector Role Model in Session 3.



INDEPENDENT RESEARCH BEFORE SESSION 3: CHOOSING A PATHWAY

Attend your Pathways Seminar with Future Frontiers and then go to www.futurefrontiers.org.uk/online-pupil-portal and click on "Before Session 3".

1. Complete the table on choosing a pathway
2. Create your shortlist of providers on Unifrog

Ask your teacher if you don't know when your Pathways Seminar is!

INDEPENDENT RESEARCH BEFORE SESSION 3: CHOOSING A PATHWAY

Fill in the table below, reflecting on the pros and cons of each route in relation to reaching your top careers, and your own learning preferences.

	Could this open doors to my career ideas?	Could I achieve this with my current subjects?	Pros	Cons
University				
Apprenticeship				

SESSION 3: CONNECT & ACHIEVE

This session will help you:

- Choose the pathway that is right for you
 - Research and evaluate different university and/or apprenticeship courses
 - Prepare for your Sector Role Model conversation
-

ACTIVITY 1: Choosing a Pathway

ACTIVITY 2: Choosing a subject (University)

ACTIVITY 3: Choosing a provider/course

ACTIVITY 4: Provider/course profiles

ACTIVITY 5: Preparing for your Sector Role Model conversation

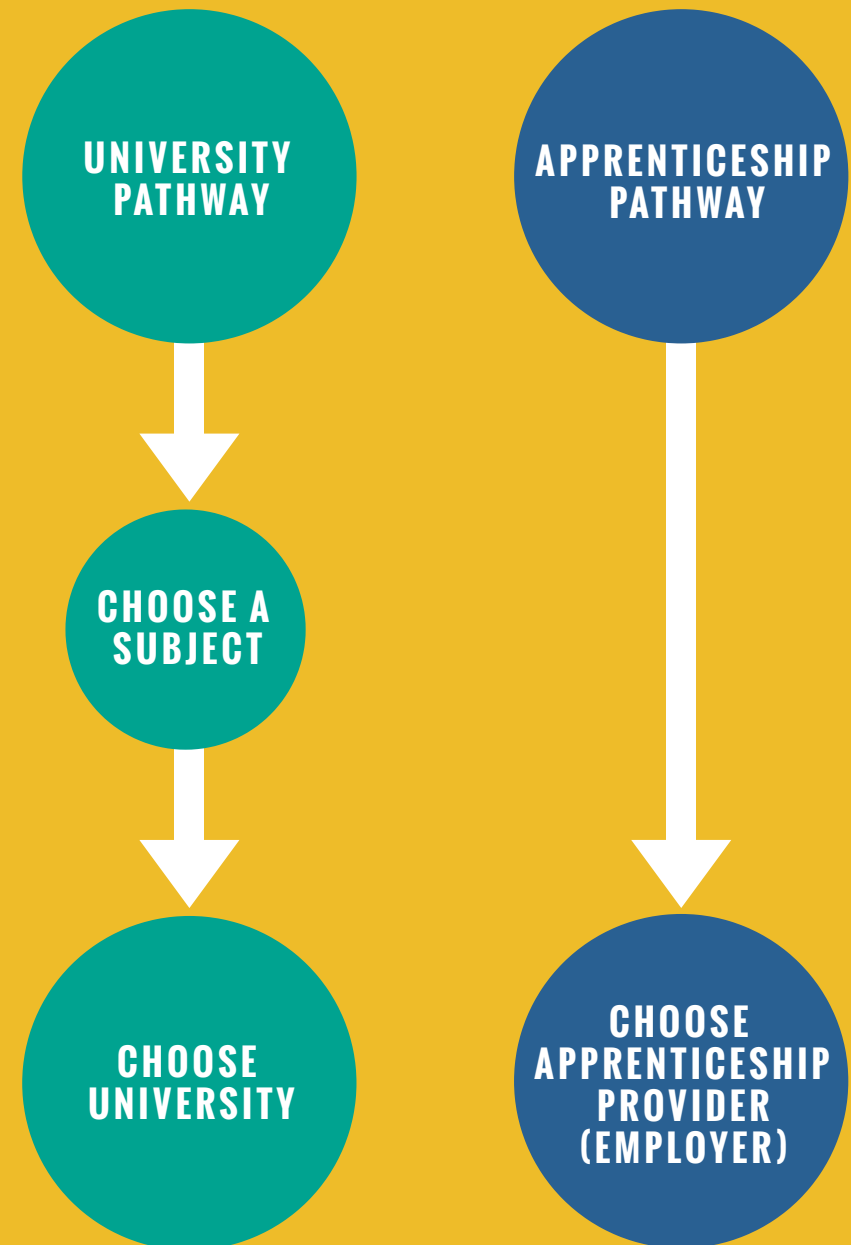
Over the next two sessions you will decide:

1. Which pathway you are most suited to - University or Apprenticeship?
2. If you have chosen university, you will decide which subject is right for you.
3. Which Universities or Apprenticeship providers are right for you.

If you have chosen the apprenticeship route, skip activity 2.

You are not expected to make any final decisions about your university or apprenticeship courses over the next two weeks.

You should leave the programme with a much clearer idea of what your options are, and the research skills needed to help you make important decisions when the time comes.





10 minutes

ACTIVITY 1: CHOOSING A PATHWAY

Step 1



Share what you learned from the Pathways Webinar with your coach.

Are you more suited to university or an apprenticeship?

Step 2



Review your Independent Research on the two different pathways.

Which one is right for you?

Step 3



Circle which pathway you are most interested in and would like to explore further.

(If you are unsure, you can explore both routes.)

Review Independent Research

	Could this open doors to my career ideas?	Could I achieve this with my current subjects?	Pros	Cons
University				
Apprenticeship				

Want to work straight after school? Follow the apprenticeship activities, but look for roles instead.



15 minutes

ACTIVITY 2: CHOOSING A SUBJECT (UNIVERSITY)

Pick three subjects that could lead to a job in your sector:

1		2		3	
---	--	---	--	---	--

When picking a subject, consider:

- Does it open doors to the career you want to pursue?
- Are you interested in it?
- Can you see yourself studying it for the next 3-4 years?
- Does it match your skill set?

Read the information on the next page and then fill in the grid on page 31.

Good to know:

Many universities will offer courses that combine more than one subject
e.g. "French and History", so make sure you research the courses offered at different universities carefully in the next activity.

Some subjects can open doors to many different careers
e.g. you can study History and then work in Finance, or study Economics and later work as a teacher. Ask your coach more about this if you would like to learn more.





15 minutes

Subject	Does this fit with current Highers/ BTECs?	Could this open doors to my top careers?	What would I be studying? Look at course modules and what the featured student says about this subject.	What are the typical entry requirements?

Does it excite you?

Could you achieve that with your grades?



10 minutes

ACTIVITY 3: CHOOSING A UNIVERSITY OR APPRENTICESHIP PROVIDER

Show your coach the Unifrog shortlist you made in your Independent Research.

Discuss with your coach why you chose your shortlist, considering the questions below in your conversation.

Choose your top aspirational choice and your top solid choice.

You will then complete profiles on these two choices using the information from your Independent Research.

Top two universities or apprenticeships	Aspirational or solid?

Aspirational: if you exceed your target grades

Solid: if you reach your target grades

Safe: if you miss your target grades

Is this an aspirational, solid or safe choice?
(How does that make you feel about applying?)

What do you not like about the choices?
(Do these problems outweigh their good aspects?)

Which choice excites/ interests you the most?
(Why do the others not do this?)

Want to work straight after school? Ignore this activity and for the next page, choose one employment role (use a job advert) and one apprenticeship or university course.



15 minutes

ACTIVITY 4: PROVIDER/COURSE PROFILES

Top choice

Name of provider	Name of course/programme	Location	Level
What are the entry requirements?:			Is this provider a good fit for me? (circle)
			Excellent match Good match Okay match Poor match
Would it open the door to my top career?	YES	NO	
What would the role/course involve?	What appeals to me about this?	What doesn't appeal to me?	



15 minutes

ACTIVITY 4: PROVIDER/COURSE PROFILES

Second Choice

Name of provider	Name of course/programme	Location	Level
What are the entry requirements?:			Is this provider a good fit for me? (circle)
			Excellent match Good match Okay match Poor match
Would it open the door to my top career?	YES	NO	
What would the role/course involve?	What appeals to me about this?	What doesn't appeal to me?	

ACTIVITY 5: PREPARING FOR YOUR SECTOR ROLE MODEL CONVERSATION

Discuss the questions you would like to ask your Sector Role Model.

What does a typical day look like?

What are the advantages and challenges of your job?

How did you decide that working in this sector was right for you?

Have you had any experience in recruiting in your organisation? What were they looking for? Why did you choose the candidate you did?

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.



15 minutes

Write down 3 or more of your own questions so you can get the most out of your Sector Role Model conversation.

1

2

3

Your coach will send these to the professional before your conversation.



10 minutes

"Tell me about yourself" (optional activity)

"Tell me about yourself" is a classic interview question. Having a polished answer to use in these situations will help your journey into further education, training or employment.

Your coach is finding a Sector Role Model for you to speak to next session so this activity will prepare you to write them an email introducing yourself and help you practice for future applications.

Use the remaining session time to plan what your email will include.

As part of your Independent Research write the full email. It should be about 100-300 words.

Email it to your coach to check and they will send it on to the Sector Role Model.



Write your email here

Your email could include the following:

- Introduce yourself - who you are?
- Why do you want to speak to the expert?
- Why does this sector/job/course interest you?
- How do your current studies relate to this sector/job/course?
- Do you participate in any extra-curricular activities which demonstrate your genuine interest in the opportunity?
- How does this conversation relate to your future plans?

Send your final email to your coach a minimum of three days before your final session - ask your coach if you need a reminder of when that is.

Your coach will then check the email and send it on to the Sector Role Model - do not send it to them directly.



Remember

Use the three application keys in your email:

- Clear communication
- Evidence of skills and experience
- Evidence of motivation

INDEPENDENT RESEARCH BEFORE SESSION 4: COMPLETE YOUR SECTOR ROLE MODEL EMAIL

Go to www.futurefrontiers.org.uk/online-pupil-portal and click on "Before Session 4".

Re-read the instructions and complete your email to the Sector Role Model.



Pupils and Sector Role Models cannot share contact details- this includes copying either into the same email. This means the message to the Sector Role Model **must** be passed on by the coach.

Sharing pupil contact details in any way is a breach of our safeguarding contract.

Remember to use the three application keys in your email:

- ★ Clear communication
- ★ Evidence of skills and experience
- ★ Evidence of motivation

Your email:

SESSION 4: CONNECT & ACHIEVE

This session will help you:

- Reflect on your Sector Role Model's answers
 - Create content to strengthen your applications
 - Agree clear next steps you can take after the programme to bring you closer to achieving your aspirations
-

ACTIVITY 1: Your Sector Role Model Conversation and Reflections

ACTIVITY 2: Understand the steps in the application processes

ACTIVITY 3: Your Development Plan



45 minutes

ACTIVITY 1: YOUR SECTOR ROLE MODEL CONVERSATION

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?
- 6 What opportunities are there for progression and promotion?
- 7 What is the most motivating factor for you in this role?

Please remember:

1. Sector Role Model and pupil contact details cannot be shared with each other.
2. This conversation must be supervised by a coach.
3. This conversation must take place on Vedamo, so that it can be recorded.



ACTIVITY 1: REFLECTING ON YOUR SECTOR ROLE MODEL CONVERSATION

Before the call, remind yourself which questions you are going to ask your professional.



10 minutes

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

What are your key take aways?

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?



5 minutes

Good to know:

- Speaking to people is a fantastic way to learn more about a career or pathway whilst building connections in your sector of interest.
- Speak to as many people as possible over the coming months. You could try reaching out to:
 - professionals on LinkedIn
 - former students from your school who have followed a similar path
 - your teachers' networks
- Everyone has different experiences and opinions, so the more people you speak to, the more information you will have to make an informed decision yourself.

How else are you going to find connections this year?
Brainstorm ideas below.

*My Future
Frontiers role model*



10 minutes

ACTIVITY 2: UNDERSTANDING THE APPLICATION PROCESS

In Session 3 you looked at course providers and it is now important that you know and understand the application processes for University and Apprenticeships.

This will ensure that you know what your next steps are in terms of working towards and putting together an application.

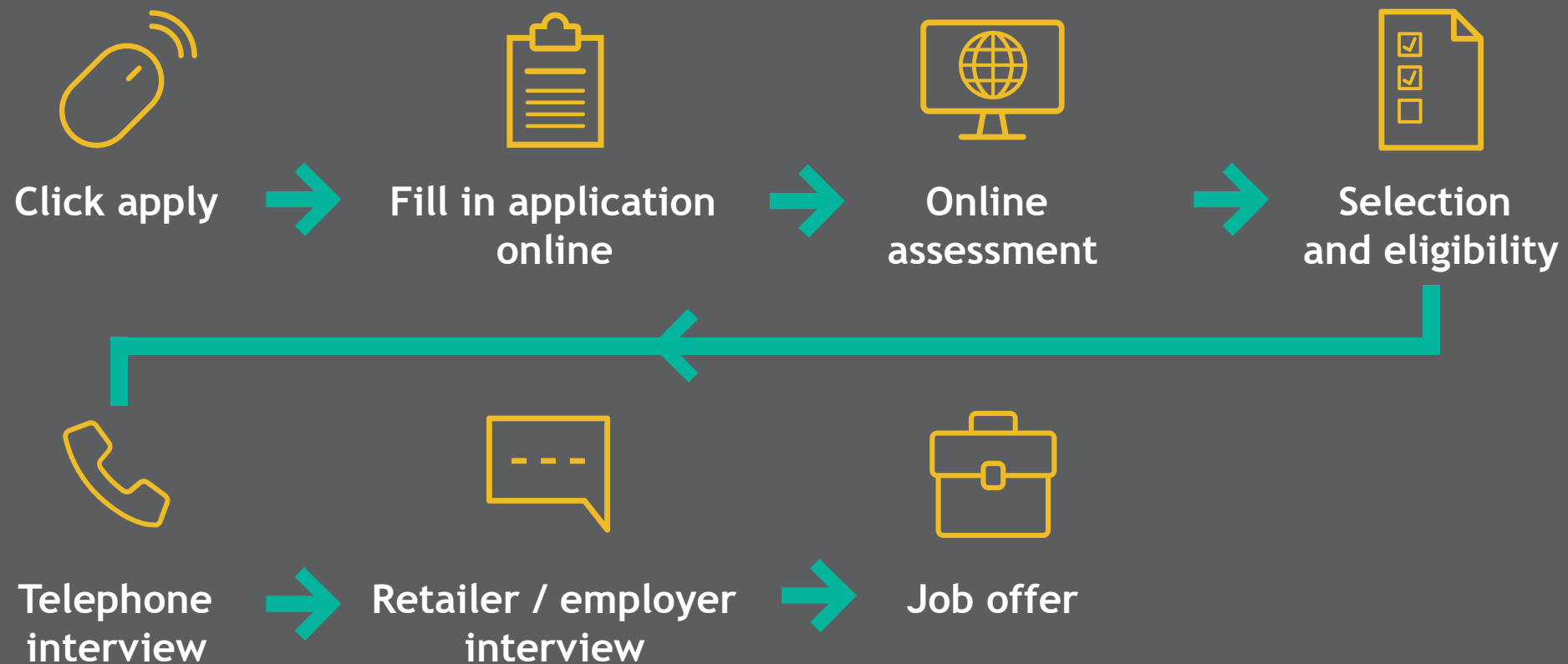
Please read the application processes on the following pages.

Is there anything that you want to research more?

Is there anything that makes you excited/nervous?

Apprenticeship application process

Apprenticeships are similar to normal jobs so there are a variety of steps to complete in the application process before you receive an offer. All processes are slightly different but here is an example of a typical route.



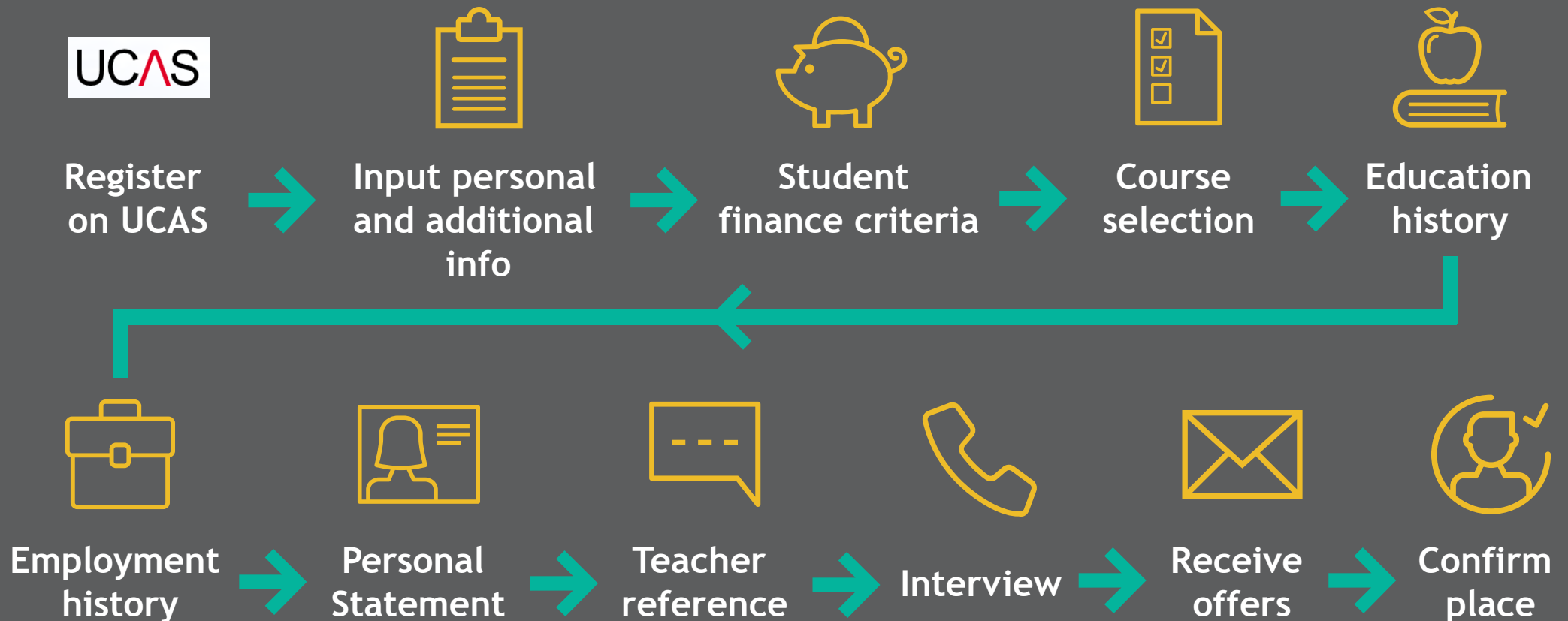
If this is your chosen pathway, have a look at [Barclays life skills](#) for more information and fill out the table on p.49.



Remember: some courses or universities require you to attend an interview before offering you a place.

University application process

The process is one (multi-layered) application through the UCAS website. You can apply for up to 5 courses.



If this is your chosen pathway, have a look at [UCAS](#) for more information and fill out the table on the next page.



10 minutes

ACTIVITY 2A: NOTE IMPORTANT STEPS

Using the information you have found out about Apprenticeship and University applications, fill in the table to the right with the important steps that you need to complete.

Add any extra steps that you need to the first column.

	Do I need this for my pathway? (Yes/No)	Key dates	Have I completed it?
Personal statement	✓	15th January 2021	
Teacher reference			
Interview prep			
CV			
Cover Letter			
Assessment Centre			
Application form			



Note down these dates in your phone calendar!



10 minutes

ACTIVITY 3: YOUR DEVELOPMENT PLAN

We want you to leave this experience with some clear actions you can take in the next 6-12 months.

Think about what you have covered with your coach- write down your plan A and plan B below:

Plan A

If you achieve the qualifications you need

Plan B

If you don't achieve the qualifications you need

Qualification
E.g A degree

Provider
E.g University of Sussex

Career
E.g Graphic designer

How are you going to achieve your plan A? Write your development goals in the sections below.

Try and think of SMART Targets: Specific, Measurable, Actionable, Realistic, Time-bound

Get informed

Find out more information. Talk to someone in my industry of choice.

Example goal: Email engineering firm to ask them about their apprenticeships

Target

What challenges might I face?

Get involved

Get work experience in a relevant area. Volunteer to learn new skills.

Example goal: Start part time job in retail over the Summer

Target

What challenges might I face?

Get qualified

Look at what I need to focus on academically.

Example goal: Put together a revision plan specifically for my Maths and ask my teacher about extra lessons

Target

What challenges might I face?

You have nearly completed the Future Frontiers Programme!

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

These were some of the aims set out at the start of the programme.

How far do you feel you have met them?

Have a clearer idea of careers I am interested in

Have learnt in depth about my favourite careers

Have a clearer idea of what I want to do after I finish school

Have a clearer idea of university courses and/or apprenticeships that I can apply for and what I need to do to get there

Does this change anything on your development plan?



Reflection questions:

- What have the most helpful parts of the programme been?
- What do you know or understand now, that you were less sure of before?

Finally, all pupils must complete the survey below- please take 5 minutes at the end of the session to do this

Coaches- please do support your pupil to complete this form

**CLICK HERE TO
COMPLETE THE SURVEY**



THANK YOU!

Congratulations for completing the programme!

Please remember to complete your evaluation survey.



EXTRA ACTIVITIES

APPLICATIONS

Whatever path you go down, you will inevitably face an application process - whether that is a personal statement for university, a job application or an interview, recruiters will always want to find out about you.

Your applications should always include:



Ensure your application statement / letter / interview answers are well considered and well communicated.

Get someone trusted to check your application for spelling and grammatical errors.



If you have
extra time

APPLICATIONS- DEEP DIVE - FIELDS OF INTEREST

Articulating why you are interested in a sector, subject or role is vital in convincing recruiters that you should join the course or get the job.

During the programme so far, you will have discussed with your coach your motivations for wanting to pursue certain roles and courses.

Reflect on what attracts you to your chosen top career.



Remember: It's really important to show recruiters that you have a deep interest in the area. Demonstrating sector knowledge and understanding in your application will set you apart from everyone else.





If you have extra time

The research area you choose could be something you have, or are going to, study at school or something you have read or worked on independently.

Step 1



Find 1 - 3 studies, articles, papers or chapters that are related to your subject choice and really interest you.

Step 2



Fill out the table on the next page.

Step 3



Summarise your answers into a paragraph of up to 1000 characters.

or

Prepare a 2 minute presentation about one of these topics.

Research title	Summarise the research	Why does this topic interest you?	Are there any new concepts that you hadn't encountered before? How does it relate to your school studies?	How did the topic change or alter your view of the subject you are looking to study - were you surprised or intrigued by anything in particular?	Did the topic open up any new questions which you would like to research in greater detail?
Example in Games Design sector: "How Hybrid Theory rapidly adjusted to Covid-19 to bring home gold for pizza giant client"					