

Term	Autumn	Autumn	Autumn	Spring	Spring	Summer	Summer
Link to session	Personality profile	How to research possible placements	How to contact employers	Careers library treasure hunt - 4	CVs and cover letters	What makes a great team player?	Unifrog Escape room
Description	Students use the Unifrog Personality quiz to discover their personality type	Students learn how to find work experience that fits their interests!	Contacting employers can be nerve-racking! But this lesson will give students the confidence to do just that.	The last in a series of four, students use the Careers library to explore skills, salaries, and entry requirements.	What's the difference between a CV and a cover letter? And how do you write them? Find out in this lesson!	We know teamwork makes the dream work, but are students great team players?	Save Sally from a life of boredom! Students take part in a fun escape room activity which will test their teamwork and communication skills.
Teacher preparation	<ul style="list-style-type: none"> · Add as an interaction by clicking Advanced view>Sort by school leaving year>[filter for specific students]>+interaction. · Familiarise yourself with the Unifrog Personality profile quiz that students will take as part of the lesson (Student side>Personality profile). · For a 45 minute offline classroom lesson, provide sheets of paper for each student. · For a distance lesson or homework after a 15 minute classroom offline lesson, email or print one relevant 'Personality profile' Distance learning worksheet per student in your class, making sure to delete the first pages of teacher notes. · Use the platform's Usage charts to see a graph of students' Personality quiz results and favoured careers once they've completed the lesson (Usage charts>Customise and filter>Personality type/Personality) 	<ul style="list-style-type: none"> · Add as an interaction by clicking Advanced view>Sort by school leaving year>[filter for specific students]>+interaction. · Familiarise yourself with the Unifrog Apprenticeships tool and the way in which students can use it to research possible work experience opportunities in their areas. · Check your school's policy on if and when students have to complete work experience. · For a distance lesson or homework after a 15 minute classroom offline lesson, email or print one relevant 'Work experience - How to research possible placements' Distance learning worksheet per student in your class, making sure to delete the first pages of teacher notes. · Track students' Locker uploads once they've completed the activity (Manage>School leaving year>Locker). 	<ul style="list-style-type: none"> · Add as an interaction by clicking Advanced view>Sort by school leaving year>[filter for specific students]>+interaction. · Familiarise yourself with the Unifrog Apprenticeships tool and the way in which students can use it to research possible work experience opportunities in their areas. · Check your school's policy on if and when students have to complete work experience. · For a distance lesson or homework after a 15 minute classroom offline lesson, email or print one relevant 'Work experience - How to contact employers' Distance learning worksheet per student in your class, making sure to delete the first pages of teacher notes. · Track students' Locker uploads once they've completed the activity (Manage>School leaving year>Locker). 	<ul style="list-style-type: none"> · Add as an interaction by clicking Advanced view>Sort by school leaving year>[filter for specific students]>+interaction. · Familiarise yourself with the Unifrog Careers library (Student side>Careers library). · Provide each student group with a sheet of paper for their posters if you are presenting an online 45 min lesson. · For a distance lesson or 15 min offline lesson, email or print one relevant 'Identifying interests' sheet per student in your class, making sure to delete the first pages of teacher notes. · Use the platform's Usage charts to see a graph of students' popular career and subject areas (Usage charts>Customise and filter>Most popular career areas) · Track students' Locker uploads once they have completed their Distance learning sheet by going Manage>School leaving year>Locker 	<ul style="list-style-type: none"> · Add as an interaction by clicking Advanced view>Sort by school leaving year>[filter for specific students]>+interaction. · Familiarise yourself with the Unifrog CV/Resume tool and the way students can use it to create their own CVs. · Check your school's policy on if and when students have to complete work experience. · For a distance lesson or homework after a 15 minute classroom offline lesson, email or print one relevant 'Work experience - CVs and cover letters' Distance learning worksheet per student in your class, making sure to delete the first pages of teacher notes. · Track students' progress by clicking Advanced>Sort by>CV 	<ul style="list-style-type: none"> · Add as an interaction by clicking Advanced view>Sort by school leaving year>[filter for specific students]>+interaction. · Familiarise yourself with the Unifrog competencies and the way students can record these on the platform (Student side>Competencies>Add example). · For a distance lesson or 15 minute offline classroom lesson, email or print off one 'Teamwork - What makes a great team player?' worksheet for each student. · For a 45 min offline lesson, provide each student with a sheet of paper. · Use the platform's Usage charts to see a graph of students' recorded competencies once they've completed the lesson (Usage charts>Customise and filter>Competencies logged). 	<ul style="list-style-type: none"> · Add as an interaction by clicking Advanced view>Sort by school leaving year>[filter for specific students]>+interaction. · Prepare the materials listed in the Teacher's page, and read the rules.
Objectives	<ul style="list-style-type: none"> · To learn more about yourself and explore the careers commonly associated with your closest personality types. 	<ul style="list-style-type: none"> · To discover the many different places students can look for work experience opportunities and reflect on what students are interested in. · To use Unifrog to search for suitable businesses to approach 	<ul style="list-style-type: none"> · To give students confidence in approaching prospective work experience employers. 	<ul style="list-style-type: none"> · To learn about a variety of different careers and become familiar with the Unifrog Careers library. 	<ul style="list-style-type: none"> · To develop a sound understanding of how to structure and compose a strong CV and covering letter. 	<ul style="list-style-type: none"> · To explore teamwork and what students can do to be effective team players in future. · To familiarise students with recording competencies on the Unifrog platform. 	<ul style="list-style-type: none"> · To explore different areas of the Unifrog platform whilst students practise their teamwork competencies.
Tasks for students	<ul style="list-style-type: none"> - Log into Unifrog and take the Personality quiz - Use the results to reflect on students' personalities and to start linking potential careers paths to their personality categories. 	<ul style="list-style-type: none"> - Discuss why work experience is important and what they need to consider when looking for it. - Use the Apprenticeships tool to search for possible work experience opportunities. 	<ul style="list-style-type: none"> - Discuss the good and bad aspects of example emails to employers. - Use top tips to write practice emails to employers. - Learn how to contact an employer over the phone. 	<ul style="list-style-type: none"> - Discuss the things that are important when choosing a career - Complete a treasure hunt on the Unifrog Careers library - Use the different search functions in the library to research students' top three careers 	<ul style="list-style-type: none"> - Discuss the contents of CVs and cover letters. - Learn why these documents are important. - Compare different cover letters to identify the good and bad aspects. - Learn how to use the Unifrog CV/Resume tool. 	<ul style="list-style-type: none"> - Explore what makes a good team player - Identify students' own competencies and how these would be useful in a teamwork situation - Use the Competencies tool to record an example of when students have worked in a team 	<ul style="list-style-type: none"> - Get logged onto Unifrog - Work in teams to solve the puzzles navigating their way around the Careers library

