

Log on to your email and open an email from EBuckle/EEwards - Follow the instructions on the email

## Accessing Unifrog: 2023-24



At Cardinal Wiseman every pupil, parent and staff member has a Unifrog login - *our one-stop shop for everything careers related*. As well as being able to access a whole range of resources, Unifrog also allows you to keep track of all the different events / activities you take part in - both in school and outside of school - which might relate to careers in some way. **You can then use this information to help you write your personal statement or CV, or to prepare for interviews as you embark on your post-16 journey.** *And the best bit is, your Unifrog login can go with you to your new institution when you leave Cardinal Wiseman!*

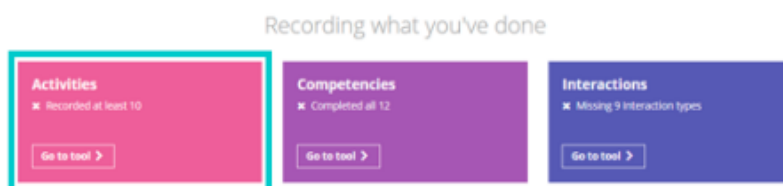
If you are not able to log into Unifrog then try resetting your password via the Unifrog homepage. If this still does not work, inform your form tutor who will ask CGU to reset your account. Once you are in I would like you to complete the activities below.

### - Your future is in your own hands!

## Tasks to complete at home, in IS or CC when permitted to do so:

a) **Add Activities:** This can be done at any time from any device. They can be added before or after the event has taken place. The activities can be anything at all that you have done in school or outside of school that has involved you learning new skills or developing existing ones - i.e. extra-curricular PE activities and / or your Transformation activity on a Friday afternoon. **Aim to add at least 3 activities each term. In an ideal world you will add 10 career related activities / interactions each year.**

1) Adding activities on Unifrog is simple! Log in and find the Activities tool under 'Recording what you've done'.



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2) Click 'Go to tool' once you've found it.

3) Click 'Add an activity' to go through to a page where you can choose your activity and situation. Now record your description!

For help on how to write the best activity description, click on our top five tips.

The screenshot shows the 'Add activity' form. At the top, there's a checkmark icon and the title 'Add activity' with the subtitle 'Record what you've done.' Below this, there are several fields: 'Your role' with a text input containing 'eg Babysitter for 2 energetic siblings'; 'What type of activity was it?' with a dropdown menu and a link 'Check how to define the different types'; 'Activity type' with a dropdown menu; 'Description + achievements' with a text input containing 'eg Regularly look after younger siblings. Cook healthy dinner, ensure they do their homework. At times their behaviour is challenging. Keep calm and firm.'; 'Date started' with two dropdown menus for month and year; and 'Referee' with a text input containing 'someone who can attest that you did this activity'. At the bottom, there are two buttons: 'Add activity' and 'Or cancel changes'.

b) **Complete the quizzes** on Unifrog to gain a better understanding of your interests, personality type and skills. Unifrog will show you how these match up with potential future careers.

<https://www.unifrog.org/student/home>

## Quizzes

### Interests profile

✓ Quiz last taken 3 Nov 22: C and S and E

Start >

### Personality profile

✗ Quiz not taken

Start >

### Work environments profile

✗ Quiz not taken

Start >

### Skills profile

✗ Quiz not taken

Start >

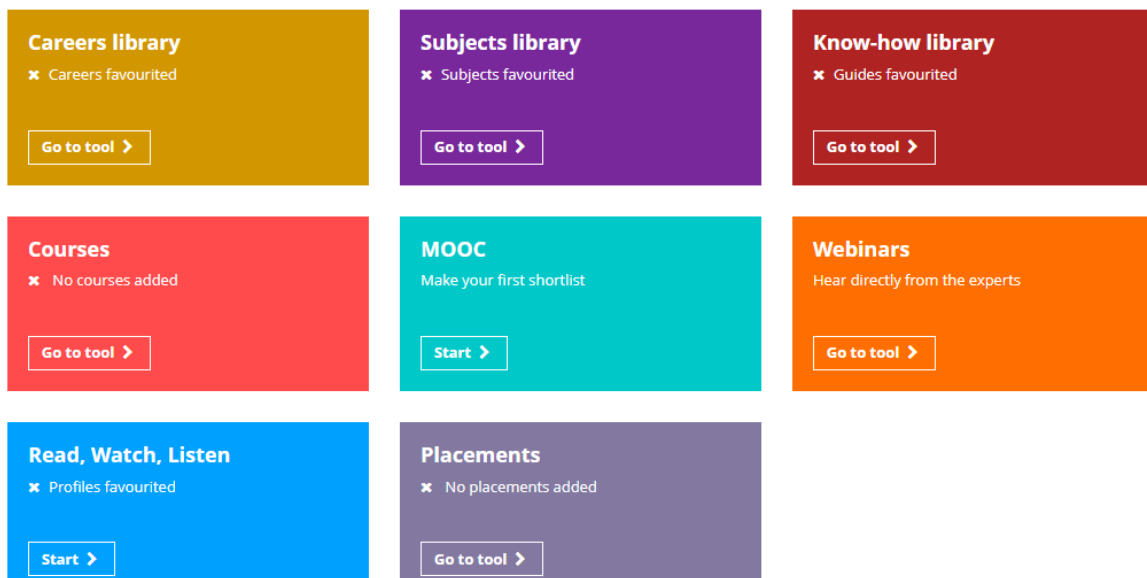
c) Take a look at the '**Careers Library**' on Unifrog and start to explore some careers you could pursue in the future. Some of you may already have a definite idea of what you want to do and some of you may not. Both are fine. But you all need to explore what jobs / career paths are out there.

- **Year 9 students** will be picking their options next year and should use Unifrog to explore different subjects and courses, using the 'Subjects Library' and 'Courses' tabs.
- Note - The 'Placements' box is specifically for the organisation of WEX with Year 10.

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<https://www.unifrog.org/student/hometudent/home>

### Exploring pathways



d) Take a look at the '**Know how library**'. This can be used to access guides that relate to any potential pathway, so if they'd like to find out more about different post-16 options (apprenticeships / A Levels / BTECs / T Levels etc) you can search here. You can also learn about things you are unsure of related to the world of work, from interview tips, to building a CV through to how taxes work!

e) **Year 10 students** should click on the 'Know-how Library' and type 'work experience' into the search tool. This will give you lots of information and top tips on how to source WEX. *Remember your WEX week is 15th-19th July 2024.* Before, during and after WEX you will be required to complete the WEX Journal on Unifrog.

f) **Year 10 and 11 students** should make the most of the tools shown below as they prepare for their life beyond CW. The search tools will allow you to find specific post-16 courses in our local area. Pay particular attention to the Apprenticeship search tool. This is a really clear and easy way of searching for potential apprenticeships in whatever area you are interested in. *The Unifrog Apprenticeships search tool should be the most comprehensive database of apprenticeships that a student will be able to access in one place, it pulls apprenticeships from all the apprenticeship job boards but it scours many other less common sources too, so any apprenticeship opportunity should be in there.*

- Note - The Action Plan you made after your meeting with our Careers Advisor - Neil Stoddart - will be added to Unifrog so you have easy access to it.

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## Searching for opportunities

**Apprenticeships** (0 shortlists)  
[Start >](#)

**College / Sixth Form** (0 shortlists)  
[Start >](#)

**Events** (0 upcoming events)  
[Go to tool >](#)

## Application materials

**UK Personal Statement**  
✕ Subject added  
[Go to tool >](#)

**CV / Résumé**  
✕ Write CVs tailored for each roles  
[Start >](#)

**Writing tool**  
✕ 0 writing items added  
[Start >](#)

## Making applications

**Post 16 Intentions**  
✓ Plan A and Plan B complete  
[Start >](#)

**Applications list**  
✕ Add your first application  
[Go to tool >](#)

Unifrog has an amazing amount of potential, you just need to unlock it!

**Totus Tuus!**