

<p>tutors need to start work in g on WEX log books etc See highlighted below</p>	<p>-Understand about good telephone manners -Have a go at mock telephone calls and Interviews.</p> <p><u>What are our Ex students up to now?</u> (will take 2 sessions) Powerpoint – showing interviews of ex – students.</p> <p><u>Give out student Log books for work experience.</u> (1 session) Explain Students take these with them on placement. Fill in page 2, spend rest of session looking through booklet – read in particular page 7, complete page 8, read page 9 and look at diary pages on pages 12- 16. These diary pages MUST be completed after each day on placement.</p> <p><u>9.3 Preparation for work experience pre- placement interview</u> (will take 2 sessions) (use in conjunction with pages 4 & 5 of booklet) Once this phone call or meeting has taken place students need to complete page 6 of booklet. <u>Students</u> Will understand how to make a good 1st impression. And make final preparations.</p> <p><u>9.4 Preparation for work experience Health and Safety</u> (will take 4 sessions) this MUST be completed before students go out on work placement (use in conjunction with pages 10 & 11 of booklet) <u>Students:</u> Will understand the importance of staying safe in the work place</p> <p>During placements, students MUST complete diary page, they also need to get employer to complete page 19 (as evidence of how well they have done)</p>	<p>Investigating jobs and LMI</p> <p>Preparing for employability</p> <p>Preparing for employability</p> <p>Handling applications and selection</p> <p>Learning about safe working practices and environments</p>
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	<p>After placement - students MUST keep booklets safe as evidence for college</p>	
<p>TERM 6</p>	<p><u>Review of year 10 work experience</u> - students must bring work experience booklets. They must complete pages 17 and 18. These booklets are to be kept safe in their careers booklets, as can be used for evidence at college interviews etc.</p> <p><u>Unit 10.2: Options at 16+ - in preparation for College Taster days</u> (Will take 2 / 3 sessions) (Do before taster sessions. Continue next term if needed) Students: -will recognise the diff options available to them -make a list of possible options -explain diff pathways to occupations</p> <p>Justify the need for a backup plan.</p> <p><u>Use UCAS Progress</u> http://www.ucas.com/progress On line resource showing all local FE courses at all colleges in east sussex, west sussex and Kent. All students will be issued a log in (through an e-mail received from UCAS Progress)in year 11 . Tutor to go through with students how to use the site. Book IT room for all students to be able to have a go. (they can research stuff even without a log in) Stress it's a really important tool to use when selecting colleges and courses next year</p> <p><u>Unit 10.3: Making a good decision for 16+</u> (Will take 5 sessions) (Do before Taster Sessions) Students: -accept responsibility for their decision -examine their own decision making style Make a decision</p> <p><u>Review of Taster days:</u></p>	<p>Making the most out of CIAG</p> <p>Identifying choices and opportunities</p> <p>Making the most out of CIAG</p> <p>Identifying choices and opportunities</p> <p>Planning and deciding</p> <p>Managing changes and transition</p> <p>Self-improvement as a learner</p>

	What sessions they took part. What they learnt from this -identify which of their own skills will support their career management and employability	
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