

Year 12 - Start U-Explore SOW 2020 - 2021				Key:	University	Apprenticeship/ Jobs
				Work Experience	Reflection & target setting	
Week Commencing	Top tab in startprofile.com	Module Tab (in 'My Activities')	Start module/activity to complete	Events on the Calendar	PSMSC Programme	
02/11/2020 Week 1	Employability	X	Complete tasks 1 & 2 from 'Section 1: Employability Skills' of your 'Work Experience and Employability Journal'.		6-Nov Mr Buck's Work Experience assembly & COVID-19 Wellbeing Survey	
09/11/2020 Week 2	Employability	X	Complete task 3 from 'Section 1: Employability Skills' of your 'Work Experience and Employability Journal'. This week deal only with: 1. Self-management, 2. Team-working, 3. Business Awareness & 4. Problem solving. You will work on the other 4 skills in the future.		Rights & Responsibilities in the Workplace - Professional Relationships	
16/11/2020 Week 1	My Profile	X	Go to 'My Locker'. Update it with any new evidence of your extra-curricular activities e.g.: part-time job, clubs, coaching, volunteer work, community service, services to school (e.g. Tutor Ambassador), etc. Be prepared to show/discuss your locker during your upcoming ILP meeting, with your tutor.	16-Nov - Anti-bullying week. 20-Nov - Tracking Report Autumn 2 - Accessible to parents/students.	ILP target setting in tutor time. Complete ILP1 on Google Classroom, reflecting on strengths & setting SMART targets.	
23/11/2020 Week 2	Employability	X	Complete task 3 from 'Section 1: Employability Skills' of your 'Work Experience and Employability Journal'. This week deal with: 5. Communication, 6. Application of numeracy, 7. Application of IT & 8. Positive attitude.	ILP fortnight	Rights & Responsibilities in the Workplace - The importance of policies, protocols & procedures.	
30/11/2020 Week 1	My Profile	X	Return to the 'About me' section in the left hand column. Revisit and update your details based on what you have learnt about yourself while working on your 'Work Experience and Employability Journal'. Use this information help you to research and explore companies/industries that you may wish to consider for a work experience placement/future career. If you are keen to arrange work experience for yourself, start to research local companies in your industry of choice. (There is no point looking into companies that, realistically, you will not be able to travel to.)		Rights & Responsibilities in the Workplace - Rights as part-time works.	
07/12/2020 Week 2	My Profile	X	1. Go to 'My Action Plan'. Add at least one new goal to your action plan, based on the discussion that you have with your tutor, about your ILP. 2. Complete task 1 from 'Section 2: What else do employers expect?', of your 'Work Experience and Employability Journal'.	ILP fortnight	Rights & Responsibilities in the Workplace - Confidentiality, security & data protection	

<p>14/12/2020 Week 1</p>		<p>X</p>	<p>If you are keen to complete a work experience placement, begin preparations to organise your placement. You will need to start contacting companies over the Christmas break, so that you can complete your work experience during the February, Easter (N.B. Not advisable as Prelims are straight after Easter), May or Summer school holiday. Remember, you are not able to complete it during term time. 'Section 3: Setting up your work experience placement' of your 'Work Experience and Employability Journal' will help you with your preparations. Complete any of the tasks in section 3 that are relevant to you.</p>		<p>Rights & Responsibilities in the Workplace - Managing Bullying & Harassment in the workplace</p>
------------------------------	--	----------	---	--	---