

KS5 Year 12 Careers PPD Programme 2019 - 2020**Ongoing:**

* Year 12 students will be following a Careers based PPD Programme. They will be following the programme created by 'BeReady' aimed to get students work ready. The programme modules are accredited and students can gain professional certification to improve CV's and future applications.

* Some Year 12 students will have a group interview with a Careers Advisor based on need; please refer any students you feel this would be suitable for

* Please flag up any students that you think are of a concern in regards to their destinations and that may require some extra support or guidance

* All students should store both PPD and Careers work in their PPD folders

Events	Wk	Date	Meetings	Overview/Objectives	Learning Outcomes
	2	Fri 13/09/2019	Anderson HOC <i>Brunel/Hawking Pipeline Briefing TBC</i>	Welcome, Introductions, Overview & Briefings	<ul style="list-style-type: none"> - Anderson HOC Meeting - Team Leader Welcome & Expectations, Ice Breakers, Getting to know you - Brunel & Hawking Pipeline Briefing TBC
	3	Fri 20/09/2019	Brunel HOC <i>Lovelace/Anderson Pipeline Briefing TBC</i>	Welcome, Introductions, Overview & Briefings	<ul style="list-style-type: none"> - Brunel HOC Meeting - Team Leader Welcome & Expectations, Ice Breakers, Getting to know you - Lovelace & Anderson Pipeline Briefing TBC
	4	Fri 27/09/2019	Lovelace HOC	Introduction to BeReady PPD Platform	<ul style="list-style-type: none"> - Show students the BeReady Personalised Site - Ensure students can Login to BeReady - Explain Accreditation process - PPD Plan for the academic year 'work ready'
	5	Fri 04/10/2019	N/A	16Personalities Quiz	<ul style="list-style-type: none"> - Ask students to complete 16Personalities Test (Laptops Required) - https://www.16personalities.com/ - Students to find out their personality types - Needed for the pipeline programme - Helps students understand ways of working

	6	Fri 11/10/2019	All Year 12 MTG	Year 12 Meeting & WEX Briefing	<ul style="list-style-type: none"> - Led by SLT in Main Hall - Steph delivering Careers/WEX Briefing
	7	Fri 18/10/2019	Brunel HOC	Baseline Careers Survey	<ul style="list-style-type: none"> - Laptops Required for students to complete MS form - Students complete Baseline Careers Survey - To find out what knowledge/experiences students currently have with careers advice/guidance etc. - Once complete, students can discuss their goals, destinations etc. in small groups or with team leaders
Pipeline/ Prof Quals	8	Fri 25/10/2019	N/A	Pipeline Day Feedback	<ul style="list-style-type: none"> - Laptops Required for students to complete feedback - Students to provide feedback on first pipeline day
October Half Term					
	9	Fri 08/11/2019	Lovelace HOC	BeReady - Developing Communication Skills	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Students to complete the worksheet 'Developing Communication Skills' - Recognise the methods of communication - Explain the key features of effective communication - Feedback and analyse peers' communication styles - Evidence and practice effective communication skills
YR11 & 13 PPE Week	10	Fri 15/11/2019	N/A	BeReady - Foundations of Leadership	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Students to complete the worksheet 'Foundations of Leadership' - Define the term 'Leadership' and define any misconceptions - Explain the importance of leadership both personally and professionally - Analyse the different types of leadership - Evaluate the impact of different types of leadership
YR11 & 13 PPE Week	11	Fri 22/11/2019	N/A	BeReady - Developing Leadership Skills	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Students to complete the worksheet 'Developing Leadership Skills' - Understand what style of leadership you aspire to demonstrate - Explain the difference between 'vision' and 'mission' - Develop SMART objectives to help you achieve your goals - Demonstrate appropriate leadership skills in given scenario

	12	Fri 29/11/2019	All Year 12 MTG	Year 12 Meeting	- Led by SLT in Main Hall
Pipeline	13	Fri 06/12/2019	Hawking HOC	BeReady - Developing Leadership Skills <i>Pipeline Day Feedback</i>	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Students to complete the worksheet 'Developing Leadership Skills' - Understand what style of leadership you aspire to demonstrate - Explain the difference between 'vision' and 'mission' - Develop SMART objectives to help you achieve your goals - Demonstrate appropriate leadership skills in given scenario - If time provides, students to complete feedback on pipeline programme
	14	Fri 13/12/2019	Lovelace & Hawking HOC	BeReady - Foundations of Confidence	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Students to complete the worksheet 'Foundations of Confidence' - Define the term 'Confidence' and any misconceptions - Explain the importance of confidence both personally and professionally - Analyse your own self-awareness - Understand how to evidence executive gravitas
Christmas Holidays					
	16	Fri 10/01/2020	All Year 12 MTG	KS5 HOC Meeting	- Led by all Heads of Companies
YR12 PPE Week	17	Fri 17/01/2020	N/A	BeReady - Foundations of Confidence	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Students to complete the worksheet 'Foundations of Confidence' - Define the term 'Confidence' and any misconceptions - Explain the importance of confidence both personally and professionally - Analyse your own self-awareness - Understand how to evidence executive gravitas

	18	Fri 24/01/2020	N/A	BeReady - A Guide to Assertiveness	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Students to complete the worksheet 'A Guide to Assertiveness' - Understand the difference between 'aggression' and 'assertiveness' - Explain the language techniques used to develop assertiveness - Analyse your own levels of assertiveness - Evidence being assertive through a class debate
Pipeline	19	Fri 31/01/2020	All Year 12 MTG	Year 12 Meeting <i>Pipeline Day Feedback</i>	<ul style="list-style-type: none"> - Led by SLT in Main Hall - If time provides, students to complete feedback on pipeline programme
	20	Fri 07/02/2020	Brunel HOC	BeReady - Foundations of Resilience	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Students to complete the worksheet 'Foundations of Resilience' - Explain the importance of resilience both personally and professionally - Analyse levels of resilience - Explain the importance of building strong relationships in resilience - Evaluate the importance of resilience
Prof Quals	21	Fri 14/02/2020	Hawking HOC	BeReady - Foundations of Resilience	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Students to complete the worksheet 'Foundations of Resilience' - Explain the importance of resilience both personally and professionally - Analyse levels of resilience - Explain the importance of building strong relationships in resilience - Evaluate the importance of resilience
February Half Term					
	22	Fri 28/02/2020	N/A	BeReady - Developing Resilience	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Student to complete the worksheet 'Developing Resilience' - Define the term well-being - Explain the impact stress can have - Outline effective strategies to increase well-being - Adapt strategies for your own resilience development

YR11 & 13 PPE Week	23	Fri 06/03/2020	N/A	BeReady - Foundations of Personal Branding	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Student to complete the worksheet 'Foundations of Personal Branding' - Define the term 'personal brand' - Explain the importance of personal branding personally and professionally - Analyse your own personal brand - Develop a strategy to begin building a personal brand
YR11 & 13 PPE Week	24	Fri 12/03/2020	N/A	BeReady - Foundations of Personal Branding	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Student to complete the worksheet 'Foundations of Personal Branding' - Define the term 'personal brand' - Explain the importance of personal branding personally and professionally - Analyse your own personal brand - Develop a strategy to begin building a personal brand
	25	Fri 20/03/2020	All Year 12 MTG	Year 12 Meeting	<ul style="list-style-type: none"> - Led by SLT in Main Hall
Pipeline	26	Fri 27/03/2020	Brunel HOC	BeReady - Developing Personal Branding <i>Pipeline Day Feedback</i>	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Student to complete the worksheet ' Developing Personal Branding' - Understand the importance of measuring success in creating a brand - Explain the techniques used to help create a personal brand - Visualise and describe your desired personal brand - Evidence your personal brand attributes through a mock assessment - If time provides, students to complete feedback on pipeline programme
	27	Fri 03/04/2020	Hawking HOC	BeReady - Developing Personal Branding	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Student to complete the worksheet ' Developing Personal Branding' - Understand the importance of measuring success in creating a brand - Explain the techniques used to help create a personal brand - Visualise and describe your desired personal brand - Evidence your personal brand attributes through a mock assessment
Easter Holidays					

	28	Fri 24/04/2020	N/A	BeReady - Business Etiquette	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Student to complete the worksheet 'Business Etiquette' - Identify the common mistakes made in terms of business etiquette - Explain the importance of business etiquette - Evidence professional business etiquette through actions & mock interviews
	29	Fri 01/05/2020	N/A	BeReady - Business Etiquette	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Student to complete the worksheet 'Business Etiquette' - Identify the common mistakes made in terms of business etiquette - Explain the importance of business etiquette - Evidence professional business etiquette through actions & mock interviews
	30	Fri 08/05/2020	N/A	BeReady - Starting the Job Hunt	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Student to complete the worksheet 'Starting the Job Hunt' - Define 8 soft skills which are desirable to employers - Identify the different career paths available to you - Understand your aspirations and what your motivation is - Define an action plan for your career path
Exams	31	Fri 15/05/2020	All Year 12 MTG	Year 12 Meeting	<ul style="list-style-type: none"> - Led by SLT in Main Hall
Exams	32	Fri 22/05/2020	N/A	BeReady - Assessment Centres	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Student to complete the worksheet 'Assessment Centres' - Understand the purpose of assessment centres - Outline key activities which may happen at an assessment centre - Understand the key preparation for assessment centres - Confidently and professionally present yourself in a mock assessment centre
May Half Term					
Exams	33	Fri 06/06/2020	All Year 12 MTG	Destinations Meeting	<ul style="list-style-type: none"> - Led by Steph & Nikki

Exams	34	Fri 12/06/2020	Brunel HOC	BeReady - Interviews	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Student to complete the worksheet 'Interviews' - Describe the do's and don'ts when interviewing for a job - Outline the key questions you are likely to be asked in an interview - To be able to structure an interview - Confidently and professionally present yourself in a mock interview
Exams	35	Fri 19/06/2020	N/A	BeReady - Interviews	<ul style="list-style-type: none"> - Use UTCReading BeReady Microsite to access content - Student to complete the worksheet 'Interviews' - Describe the do's and don'ts when interviewing for a job - Outline the key questions you are likely to be asked in an interview - To be able to structure an interview - Confidently and professionally present yourself in a mock interview
Exams	36	Fri 26/06/2020	Hawking HOC	End of Year Feedback	<ul style="list-style-type: none"> - Laptops required for students to complete MS forms - Students to review the career programme over the year - Used to measure the impact of the careers programme
Exams	37	Fri 03/07/2020	All Year 12 MTG	Year 12 Meeting	<ul style="list-style-type: none"> - Led by SLT in Main Hall
YR10 & YR12 Work Experience Week <i>(Please Note: This date is subject to change, TBC)</i>					
Activities Week					
Summer Holidays					