

Exploring Senior Phase Options and Pathways



Introducing Planit

The Planit website gives you easy access to a wide range of careers information and advice, as well as tools to help you develop your career ideas and prepare for the world of work. It can help you explore the learning options and pathways available to you during your Senior Phase in school, and the options and pathways open to you once you leave.

The Planit portfolio is a secure online area in Planit where you can store information, including your favourite job profiles, courses and articles. You can also store your CV, CareerMatch report and self-assessments.

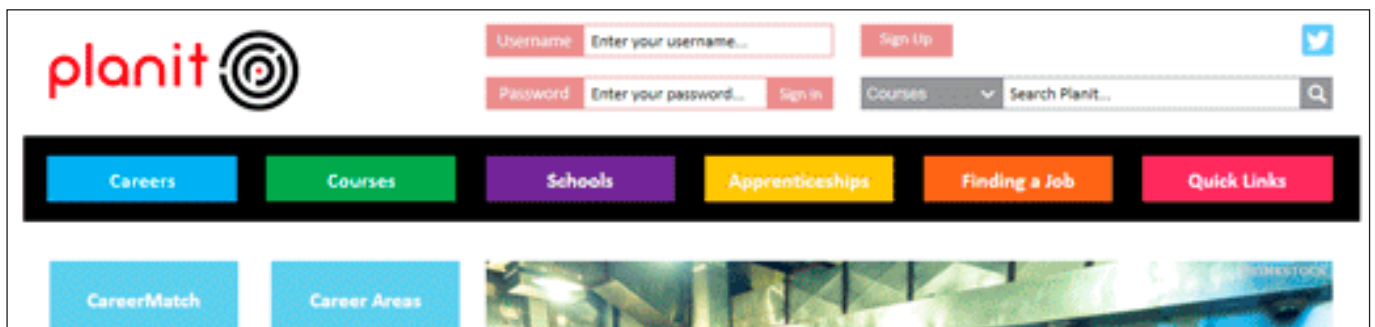
The activities in this workbook show you how to:

- register and create a Planit portfolio account
- navigate your way around the site; and
- research career and learning opportunity information.



As you work through the activities you can choose to save interesting job profiles, courses or articles to your portfolio. Look for these icons in the top right-hand side of the page when you want to save information to your portfolio.

Getting started



1. Go to the **Planit Homepage** at www.planitplus.net. (The Planit logo in the top left-hand corner of each page will always take you back to the Homepage)
2. If you already have a Planit login and portfolio, **Sign In** using your username and password. This will take you directly to your portfolio.
3. If you don't have a Planit login and portfolio you will need to **Sign Up** and create a Planit portfolio account using your own email address. You can either:
 - select the **Sign Up** button at the top of the page. Complete the 'Create a new OnePass Account' form and select **Create Account**. **Sign in** using your username and password. Welcome! You are now registered and can use your portfolio ... **or** ...
 - if you have logins for our **WorkIT** or **MerIT** websites you can enter your username and password for them to **Sign In**. Complete the short 'OnePass User' form and select **Save Details**. You are now registered on Planit and can use your portfolio.
4. Go back to the **Planit Homepage**.

Exploring Senior Phase options and career pathways

Activity 1: Exploring courses and careers pathways

- Go to the **top menu bar** on the Planit Homepage. Select **Schools** and then **Nationals**.
- Browse through the **curricular areas** and find a subject you might take this year. (Skills for Work courses are also listed.) Select the **subject title** and then the **level** of course you are interested in.
Note down the course title and level.

- Scroll down the page, noting the different headings and types of information. When you reach the section called **'What can I go on to next?'** look at what this course might lead to, and choose the most interesting **Career Area** listed under **'Further study, training or employment'**.

Note: Planit uses **Career Areas** (also known as job families) to group together jobs (and related courses) that require similar skills, interests and qualities. Each Career Area is split into **Sectors**, which include jobs that share similar career and learning pathways.

- Scroll through the **Career Area** page. What type of information does this page provide?

- Now choose a **Career Sector** (see the right-hand side menu), and then a **Related job profile**.
- Look over the job profile and note down **one website or contact** you could use to find out more. (If you want to, **save** this profile to your portfolio.)

- Go to the right-hand menu and look for **Related courses by level**. Choose a **level of study**, for example 'HNC and HND' for Higher National Certificates and Diplomas.
- Use the **advanced search** options (below the list of courses) to narrow down your search to list full time courses. Choose a course to research. What are the Entry Requirements? Note them down. (If you want to, **save** this course to your portfolio.)

- Use the browser 'back' button to go back to the **National course information** page you looked at, and noted down, earlier.
(**Note:** You can also find it using the top menu bar, by choosing **Schools** and **Nationals A to Z**.)
- Look for **'Which jobs are related to this subject?'** and select a **Subject - Related Careers** link to see an A-Z list of related job profiles. Select any **job title** to see the full information page.

Note: If you want to go directly to the list of careers related to any subject, select **Schools** and then **Subject Career List**.

- Use the browser 'back' button to go back again to the **National course information** page. Where can your parent/s or carer/s find out more about the course? (Most courses have a link to an information leaflet.)

- Go back up to the **Schools** menu option (see main menu bar). This time select **Articles**.
- o Find out how many SCQF credit points an **Advanced Higher** is worth?)

- o Name one annual event mentioned in the article about **career events and job fairs**?

- Go to the **Planit Homepage**.

Finding out about colleges, universities and their courses

■ Activity 1: Finding information on courses

- Use the **Search Planit** box (top right-hand corner of the Homepage) to find courses in '**tourism**'. The search category (see the drop-down menu on the left) is already set for **Courses**.
- How many courses are listed?
- Look for '**Refine Results**' in the **Search Results: Courses** banner and select it to see the advanced **search options**.
- Go to **Exact Qualification** and select 'Degree'. Go to **Study Method** and choose 'Full time'. How many courses are listed now?
- Use **Refine Results** again. This time go to **Region** and choose 'Edinburgh & Lothians'.
- Scroll down the list of courses and select **Tourism and Airline Management** (offered by Edinburgh Napier University).
- What are the **entry requirements** for this course?

- Scroll to the bottom of the page. Use the **Website** address link to go directly to the university website.
- Use **Find a course** to find 'Tourism and Airline Management'. It should be the first course on the results page.
- Select the **course title**. Scroll down the page until you see '**What you'll learn**'. Select the '**Entry requirements**' tab on the banner. Double check the Scottish entry requirements.
- **Close** the University website.

Note 1: You can use the **Title Only** check box at the **Search Results** page to find only those courses that have your search word (or words) in their title. Just check the box and click on the Courses button.

Note 2: You can also use the key word Search box to find Articles, Job Profiles and Web Links.

■ Activity 2: Looking at jobs and career areas related to courses

- Go to the **Related job profiles** menu on the right-hand side of the course information page. Select **one** of the following jobs: **Travel Agency Manager** or **Visitor Attraction Manager**.
- Look under **Getting In**. If you decide not to study for a degree what **other routes** could you take to get into this job?

- Look under **What Does It Take?** Which of the skills match your skills best?

- You think you might prefer to study at college instead of university. Go to **Related courses by level** on the right-hand side of the job profile page. Select **HNC and HND** (Higher National Certificate and Diploma). Take a quick look at the list of courses.
- Scroll down until you see the map of Scotland. Select your own (or the nearest) **Region** from the drop down options on the left. Select **Full Time** from the **Study Method** list.
- Select the **Travel and Tourism (or Tourism) HND or HNC** course. What are the Entry Requirements? What are the Progression Routes? Note them down.

Entry Requirements

Progression Routes

- Go back to **Related courses by level**. This time select **NC and NQ and Access** level. Select a course. Note down the Entry Requirements and Progression Routes.

Entry Requirements

Progression Routes

- Go to **Related job profiles** and select **Travel Consultant**. What type of **Training** might you do in this job?


- Scroll up to the top of the page. Select the **Career Area** title **Hospitality, Leisure and Tourism**. At the Career Area menu page, again select **Hospitality, Leisure and Tourism**.
- Scroll down to **Facts and figures**. What percentage of the workforce is younger than 30?

- Go back to the **Planit home page**

Note 1: If you have time you could look at management jobs in the two other **related sectors** – Hospitality and Leisure!

Note 2: If you have no specific career in mind yet you can take another route through Planit. Go to the **Careers** section of Planit (see the main menu on home page) and browse the **Careers A-Z** list of job profiles **OR** choose **Career Areas** and browse the areas that interest you most.

Activity 3: Colleges and universities - how to get in, get ideas and get funding

- Go to the **Courses** menu option on the Planit home page, and select either **Colleges** or **Universities**. Choose **one** of the institutions on this page. Have they listed their **Open Days**? Have they included a video promoting their campus or courses of study?
- Select **View Courses** (sub-menu bar) to see all the courses on offer. Select any course. Save the course to your portfolio (you can delete it later). Use the  icon to save it.
- Go back to the **Courses** menu option. Select **Funding** and look over the information articles **Funding full time further education** and **Funding full time higher education**. Which article covers the funding available for degree courses?

- **Which Government agency** gives detailed information about funding this type of course?

- Go to **Courses** again. This time select **Getting In** to find information about **Applying** to college and university. What is the **UCAS online application** system called?

- Go to the **Choosing** menu option and open the article on **Choosing where to study**. Name the website you could use to compare **official course data** on colleges and universities.

- Use the **Search Planit box** to find **SQA** web links. (Or, select **Quick Links** on the Planit main menu and look at the **Web Links** for **Revision, study and exams**.)

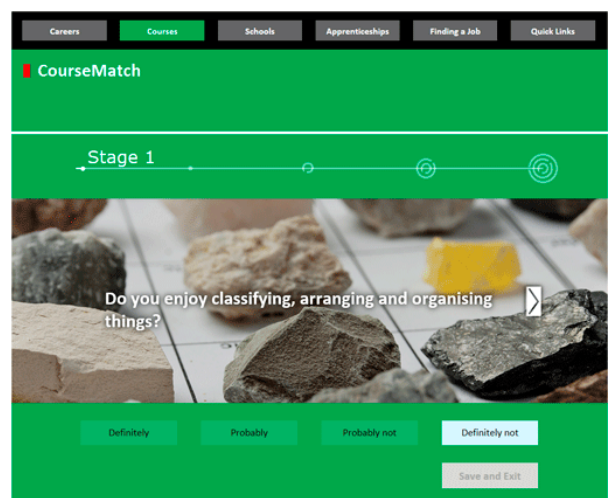
Ideas for later

Exploring university or college course options after school can be a bit of a challenge. So many courses, so little time! So, if you are looking for inspiration try using **CourseMatch**.

CourseMatch is an online tool that helps by suggesting courses that match your broad career interests. It finds these out by asking you 80 questions. It's easy to use and takes around 15 minutes to complete. When you've finished you can save your CourseMatch results report to your Portfolio.

You will find a direct link to CourseMatch on the Planit home page (or in the Courses menu area).

Don't forget you can also use our online career interest guide **CareerMatch** if you need help in identifying possible career ideas. You can go directly to it from the Planit home page.



Finding out about Modern Apprenticeships

■ Activity 1: Looking for apprenticeship information and vacancies

- Select the **Apprenticeships** menu option on the Planit home page. This will take you to a page called **MappIT**.
- Select the menu option called '**What is a Modern Apprenticeship?**' from the menu on the left-hand side of the page. This section is being replaced over the next few months. In future it will cover the basic information you need to know about all apprenticeships, including Modern Apprenticeships (MAs), and other School and College Leaver Programmes.
- Meanwhile go back to the MappIT home page and the **Search for a Modern Apprenticeship** option on the right-hand side of the page. Select the **Administration and Management** career area from the drop down menu. Select your preferred area as **Anywhere in Scotland**. How many current vacancies are listed?
- Select **any current vacancy** to see the full information about the vacancy. Note that you can select Apply Online and upload your CV before you apply. You can upload a copy of your EasyCV from your portfolio, or your computer. In future you'll be able to save vacancy information to your portfolio and keep a log of any applications you make!
- **Close** the **Mappit** micro-site to return to the **Planit home page**.

Note: If you want to go directly to the list of careers related to any subject, select **Schools** and then **Subject Career List**.

Looking for work and finding work experience

■ Activity 1: Resources to help you build a CV and look for work

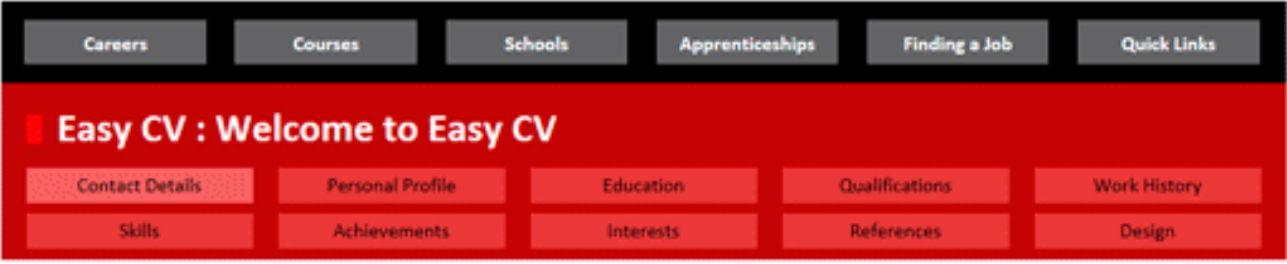
- Select **Finding a Job** from the main menu bar. This takes you straight to the articles in **Where to look**.
- Choose the article **Finding a Modern Apprenticeship**. Scroll down the page. What is the name of the website local councils use to advertise vacancies?

- You want to **Find a Modern Apprenticeship in Plumbing** (see under **Contacting Sector Skills Councils ...**). Which **trade association** would you contact?

- Go to **Your First CV**. According to **CV hints and tips** how many pages long should your CV be?

- Go to the **Job Market Trends sub-menu**. Choose the article **Skills shortages – skills in demand**. Note down one of the sectors that are reporting skills shortages.

- Go to the **Planit home page** and select **EasyCV** (look at the boxes on the left-hand side of the page).



Easy CV is an easy-to-use online tool to help you create your first CV.

Unfortunately, you won't have enough time in this session to create your Easy CV. Maybe you've used it already? We highly recommend that you use it, either in school or at home, to develop a really good CV. It lives up to its name, and you can use the articles in Your First CV for support and advice.

At the **Design** stage you can select any of three CV styles and save the completed CV to your portfolio. You can also select **View & Print CV** to open and/or save it as a Word document. This lets you tailor your master CV to suit the advertised job.

Note: You can find out more about many advertised jobs using the job profiles listed in **Careers A-Z**. The **'What Does it Take?'** section sets out the skills, qualities and abilities you will need. The organisations and websites in the **Contacts** section may also provide you with more information.

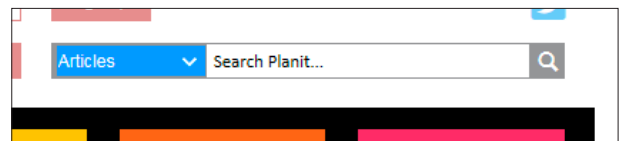
Activity 2: Other interesting ways to get skills and experience

There are other ways to get valuable skills and experience that will help you into employment. These include the following options:

- **Volunteering**
- **Gap Years**
- **Self-employment**
- **Internships**
- **Part time, summer and seasonal jobs**

You will be able to find information and web links on Planit that will help you to explore each one.

The quickest way to find information on any of these options is to use the **Search box** on the Planit home page. Select the category **Articles** before typing in the relevant keyword or keywords, then search to find useful information.



Find the answers to the following questions:

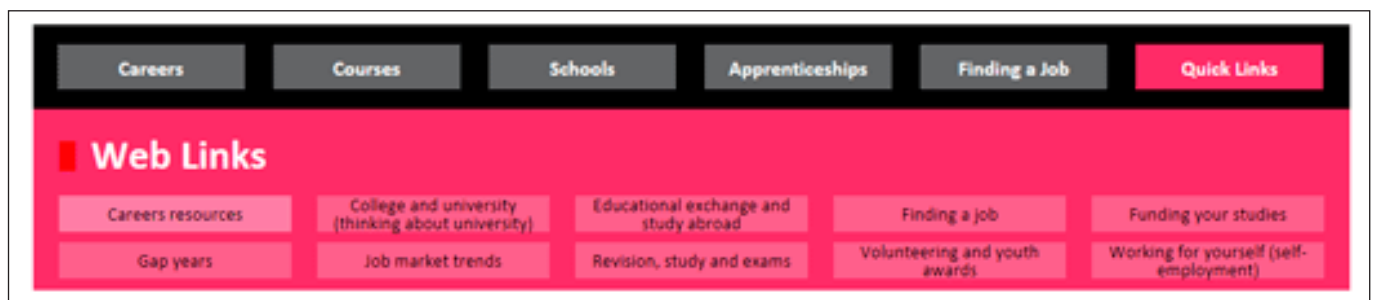
- 1 What are the two main documents an employer will accept as **proof of identity** when they start a new employee?

- 2 Find information on **volunteering**. Find and open the **Project Scotland** website. What is the age range of volunteers who can take part in the project?

- 3 Which Government **website** publishes **Gap Year Travel Advice** on their site?

- 4 Which organisation helps young people under 30 years old to start up their own business and become **self-employed**?

Note: You can also search **Web Links** to find links to websites that provide useful information on each option.



Exploring Senior Phase Options and Pathways



Aims

- To register and create a Planit portfolio account
- To learn how to navigate the content pages of the Planit website
- To learn how to research career and learning opportunity information

Learning intention

- I will create my own Planit portfolio account and login to the website
- I will navigate successfully around the content pages of the website
- I will research career and learning opportunities

Success criteria

- I can create a Planit portfolio account and login successfully
- I can navigate around the website easily and with confidence
- I can research career and learning opportunity information effectively

Time

50 minutes

Resources

- ICT suite with internet access
- Planit website – www.planitplus.net
- Downloadable student workbook: **Exploring Senior Phase Options and Pathways**

Audience

This session is appropriate for:

- Students researching option choices in the Senior Phase
- Students in S4-S6 who are researching post-school career and learning opportunities

Preparation

- Download the student workbook and photocopy as required
- Familiarise yourself with the student workbook and the main features of Planit
- Check that students have a valid email address to create a Planit portfolio account
- Identify ways for students to record their login details

Activities

Getting started (5- 10 minutes)

- **Introduce Planit.** (Display the website homepage if you have access to a whiteboard and projector.) Briefly explain the purpose of Planit and the e-portfolio (the Student Workbook introduction begins with explanatory text about both). Have students already used Planit? Briefly discuss how it might help them in the Senior Phase.
- It makes researching accurate up-to-date information on careers and courses at universities and colleges in Scotland really easy. It also provides support and advice on a wide range of topics, from Study Abroad to Volunteering. This information and advice, and tools such as Easy CV and CareerMatch can also help them make career decisions, job applications, and plans for the future.
- **Issue the student workbook** – Exploring Senior Phase Options and Pathways
- **Registration/Login Preparation.** Students should follow the **Getting started** instructions at the start of the workbook. Check which students already have a Planit, WorkIT or MerIT account and can remember their logins. They will be able to register very quickly. If they have forgotten their password they should attempt to login, using a made-up password. When it is refused they should use **Forgot Password** to request a password reminder (they must know their username). The reminder will be sent to the email address they used to create their account.
- Once logged on students will work independently through the activities in the workbook. The length of time required to complete the workbook will vary according to individual students. However the support required is minimal to moderate.

Exploring Senior Phase options and Pathways

Activity 1: Exploring courses and career pathways (10 minutes)

This activity focuses on the School and National menus. Tasks highlight the curricular information on National subjects and the links to Career Areas (Pathways), and the links between career areas, job profiles and related courses.

Finding out about colleges, universities and their courses

Activity 1: Finding information on courses (5 minutes)

Shows students how to research course information quickly and effectively using the Search feature in Planit and a university website.

Activity 2: Looking at jobs and career areas related to courses (5 minutes)

Builds on Activity 1. Shows students how to link to related job profiles and related courses at different levels of study, from degree to HNC/HND to NC and NQ courses. Highlights the potential for progression through different levels of study to achieve their career goals. Introduces the labour market information held in Career Area articles.

Activity 3: Colleges and universities – how to get in, get ideas and get funding (10 minutes)

Introduces students to the Courses, Colleges and Universities menus and institution summary pages. Also covers the general advice and information articles, and how to search for articles and web links. Highlight the CourseMatch tool on Planit and suggest they use it at home.

Finding out about Modern Apprenticeships

Activity1: Looking for apprenticeship information and vacancies (5 minutes)

A short introduction to the current **Apprenticeship** menu and using MappIT to search for opportunities. Stress that a new Apprenticeship area will be launched in August 2016.

Looking for work and finding work experience

(If registration takes longer than expected this section can be completed at home.)

Activity 1: Resources to help you build a CV and look for work (5 minutes)

Introduces the resources in the **Find a job** menu. Aims to raise awareness of the resources for supporting job search activities and related LMI.

Activity 2: Other interesting ways to get skills and experience (5 minutes)

Introduces students to other post-school options (Volunteering, Gap Years, Self-employment) and how to search for relevant information on Planit. Also helps students to identify links to valuable third-party websites, from SAAS to Project Scotland.

Reflect and review

- Review what has been learned and reinforce key points about the content of the website

Alternative approaches and Follow on activities

- The student workbook can be issued to students and completed at home
- Students can build on this session by completing their own career research project, based on their career interests or goals
- Students could complete CourseMatch and save their results report in their portfolio

Exploring Senior Phase Options and Pathways



Experiences and outcomes

Curricular Area	Aspect	Experience and Outcome Codes
Designed to meet		
Health and wellbeing across learning	Planning for choices and changes	HWB 4-19a
Potential to meet		
Literacy across learning	Finding and using information	LIT 4-14a
Technologies	ICT to enhance learning	TCH 4-03b TCH 4-04a

Career Management Skills

Horizons	<p>I understand that there is a wide variety of learning and work opportunities that I can explore and that are open to me.</p> <p>I know how to find and evaluate information and support to help my career development.</p>
Networks	I use information and relationships to secure, create and maintain work.

Career Education Standard

Senior Phase
I can use ICT to find information that is accurate and relevant for a range of purposes
I can use a variety of online resources to find information about career and learning opportunities
I can research career and learning pathways independently