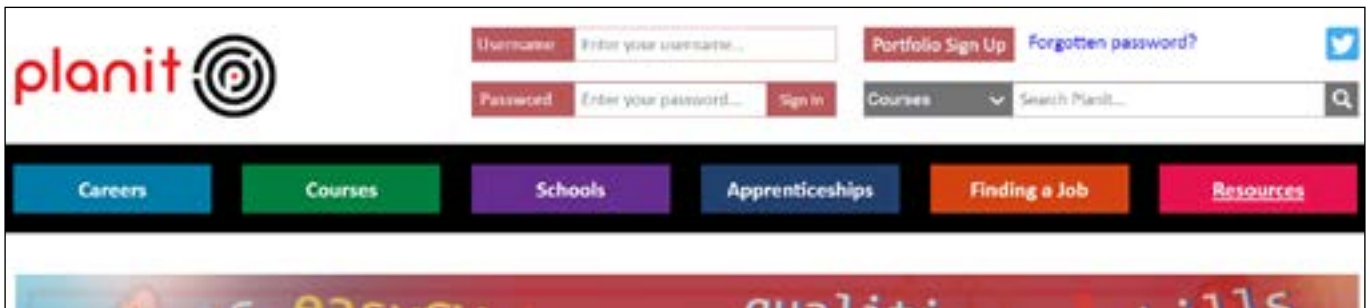# Exploring Senior Phase Options and Pathways

Introducing Planit

Planit is a mobile-friendly careers website, designed to help you explore career and learning opportunities and develop appropriate career and learning plans and pathways.

The activities in this workbook will guide you through the wide range of career and learning opportunities available to you during and after the Senior Phase. Use the Planit Portfolio to save the details of any careers, courses or information articles you are interested in.

Before you begin - log in

- Go to Planit at www.planitplus.net
- Sign in **or** sign up.
- If you already have a Planit Portfolio, **Sign In** using your username and password
  (This will take you directly to your portfolio.)
- If you don't already have an account, **Sign Up** and create a Planit Portfolio account- it won't take long!

Congratulations! You're signed up for your portfolio and all the resources on Planit.

Please note: If you have used our **Workit** website, you can enter your current username and password to sign in to Planit.

Your portfolio

Planit Portfolio is a great way to store all your career-related information online, from your favourite job profiles and courses, to your CV or CareerMatch (our career interest quiz) Report. Have a quick look around it before you move on!

As you work through the activities in this workbook, save copies of the job profiles, courses or articles that interest you to your portfolio. You can also download and print them out.

Look out for these icons when you want to save information to your portfolio.
They always appear in the top right corner of the page.

Let's get started!

Each activity has been designed to show you how to explore different career pathways.

Exploring Senior Phase options and career pathways

■ Activity: Exploring 'National' courses and career pathways

- Click on the Planit logo (top left of page) to see our homepage.
- Choose the **Schools** option from the main menu.
- Quickly look at the options displayed on the menu.
- Choose the option **Nationals A to Z.**
- Select subject or browse by clicking **curriculum area**.
- Choose **one** subject you might be interested in taking next year.
- Quickly scan the information about the course.

Which course did you choose? Write the COURSE TITLE and LEVEL in the box below.

I chose:

Why did you choose this course?

I chose it because:

- Scroll down to the bottom of the course information page.
- Look at the links listed below **What can I go on to next?**
- Click on the links to browse through the career areas and jobs relevant to the course.
- Identify one career sector <u>and</u> one job profile that appeals to you.

Career sector	
Job profile	

- If possible, identify a course of study that could help you progress into the job you identified.

Course	
Name	
Level	
Entry requirements	

- Go back to your chosen job profile and look under **Getting In**.
- Are there any other ways to get into this job? If there are, describe one of them below.

Alternative career pathway

- Go back to the **Schools** option from the main menu.
- This time choose **Subject Career List** from the options displayed.
- Browse through the **Curricular Areas** and choose one area to explore.
- Choose a subject that interests you and browse the list of related careers.
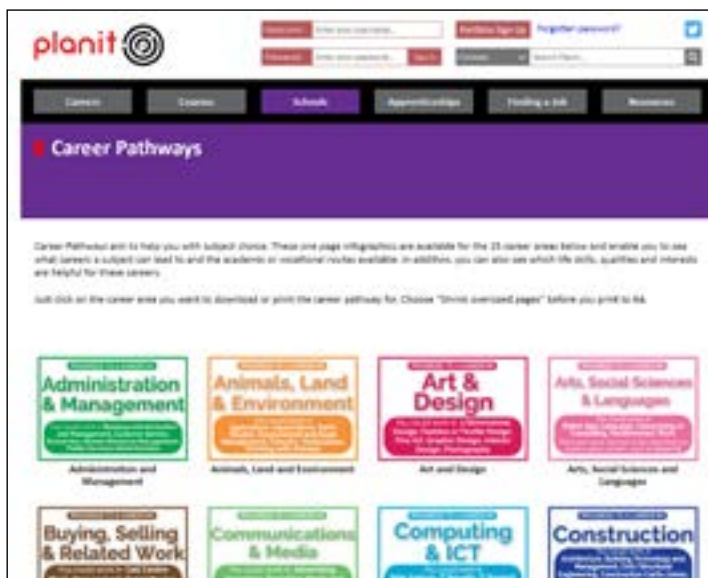- Choose one job profile that interests you.

Subject	
Job profile	

- Go to the chosen job profile and scroll down to the section called **Getting In**.
- List the different ways someone could get into this job.

Alternative career pathways

- Finally, go back to the **Schools** option from the main menu.
- This time choose **Career Pathways** from the options displayed.
- Browse through the different career area Pathways.
- Search for one that is relevant to any of the job profiles you chose earlier; **or** select one that is relevant to your current career ideas.
- What are the core skills required to work in this career area?

- Which route into the job you have selected would suit you best?

Finding out about colleges, universities and their courses

You can find out:

- which colleges and/or universities in Scotland offer the course you want to study
- which career areas and job profiles are related to the course you wish to study
- how to get facts and figures about the colleges and universities
- how to choose and apply for courses.

■ Activity A: Finding information on courses

- Go to the **Search Planit** box in the top right-hand corner of the homepage.
  The search category is already set for **Courses**.

- Search for courses using the word **tourism**. Courses will normally be listed A-Z.
  How many courses are listed? [   ]

- Narrow down your search results. Look for **Refine Results** in the **Search Results** 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 until you see **International Tourism and Airline Management** (offered by Edinburgh Napier University). Select the course title.

- What are the entry requirements for the course?

  [   ]

- Scroll to the bottom of the page. Select the university's **website address** (or the university logo near the top of the page, or **Visit Website** in the top menu bar) and visit the Edinburgh Napier University website.
- Use **Find a course** to find **International Tourism and Airline Management**. It should be the first course on your results page.
- Select the **course title**. Select the **Entry requirements** tab on the banner. Double check the Scottish entry requirements.
- If you want to get straight into Year 3 of this course, what are the entry requirements?

  [   ]

- Close the university website and return to the Planit course information page.

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

■ Activity B: 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 your skills and qualities match up with those required for the job?

>

- You think you might prefer to study at college instead of university. Scroll up to **Related courses by level**. Select **HNC and HND**. Look at the list of courses.

- Scroll down until you see the map of Scotland. Select your own (or the nearest) **Region** from the menu on the left. Select **Full Time** from the **Study Method** list.

- Select an **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**. This is the Career Area menu page. Again select **Hospitality, Leisure and Tourism**.

- Look under **What's the job market like?** In this **Career Area**.
  How many people are working in Scotland's hospitality sector?

>

- Go back to the **Planit homepage**.

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

- Go to the **Courses** menu option on the Planit homepage, and select either **Colleges** or **Universities**. Choose **one** of the institutions on this page. Have they included a video promoting their campus or courses of study?

- Select **View Courses** to see all the courses they offer. Select any course. Save the course to your portfolio (you can delete it later). Use the ➕ icon to save it. Check that it has saved in your portfolio.

Have a look at the **Essential Guide - College** and **Essential Guide - University**. These can be found under the Courses section

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Using the Essential Guide - College, how and when should you apply for a course at college? Are there any exceptions?

Using the Essential Guide - University, how should you apply for dentistry or medicine courses?

- Use **Search** again to find great **Web Links** quickly – try searching for SQA, UCAS, SAAS or Gap and see what you find! Or, select **Resources** on the Planit homepage and browse our ten Web Links categories then **Useful Websites.**

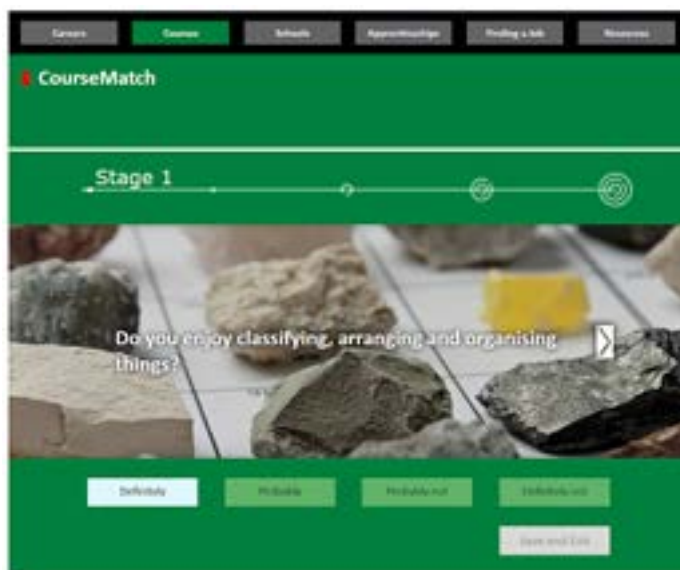Go back to the **Planit homepage**.

Get Ideas

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 homepage (or in the Courses menu area).

Don't forget you can also use our online career interest quiz **CareerMatch** if you need help in identifying possible career ideas. You can go directly to it from the Planit homepage (or in the Careers menu area).

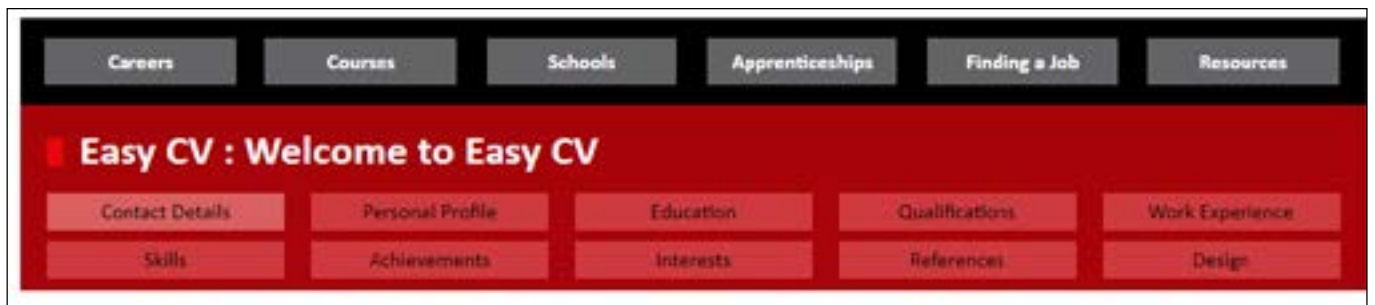## ■ Activity A: Resources to help you build a CV and look for work

- Go to Planit homepage
- Select **Finding a job** on the main menu bar. Select **Job Seeking Skills**, then go to **Part 2: Apply and open Module 6**, **Writing Your first CV module**.
- How many pages long should your CV be?

- What should you send with your CV?

- You are finding it difficult to work out exactly what your skills are. Find out how to identify them in. What will help you identify your skills?

- Where would you find LMI?

- Go back to the **Planit homepage** and select **Easy CV** from **Resources**.

- Read the text and select **Launch Easy CV**. Planit will use your portfolio Contact Details to fill in this page. Please check and **Save** this page. Then click **Next >**

  Complete as much of your CV as time allows. You can complete it gradually at home, school or college – saving each section as you complete it.

  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:** In the Planit Portfolio you will also find a **My Cover Letter** tool to help you create a cover letter to send with your CV.

Activity B: Apprenticeships

There are different types of Apprenticeships including Foundation Apprenticeships which can be completed while you are still at school over one or two years, starting in S5 or S6.

There are also:

Modern Apprenticeships - working whilst earning a qualification and your employer will pay you. There are over 80 types of Modern Apprenticeships covering many career areas.

Graduate - ideal for those that want to earn money while studying for a degree degree. There are currently 13 different Graduate Apprenticeships.

You can find out more about each type by going to the Apprenticeships section.

Find the answers to the following questions:

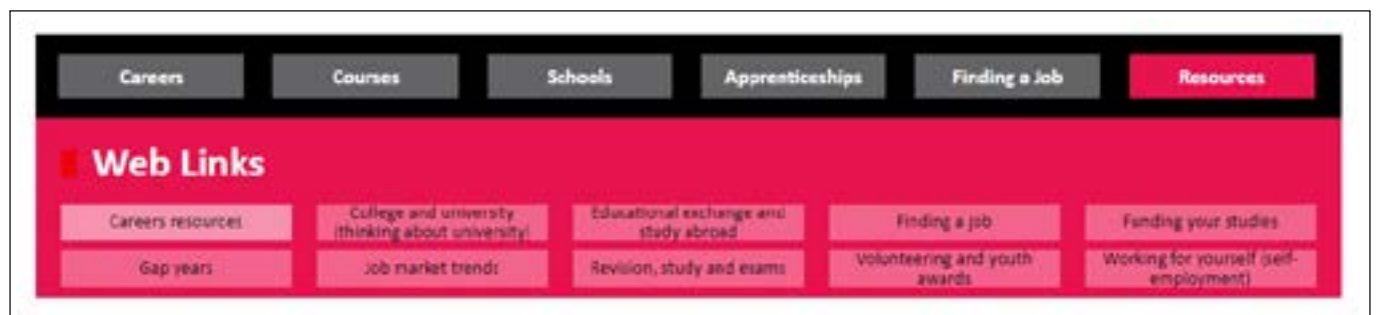1   Which Modern Apprenticeship would you choose if you wanted to be a plumber?

2   What Foundation Apprenticeships are available to someone at school wishing to go onto a career in computing?

3   Which universities offer the Graduate Apprenticeship in Data Science?

4   Which **Web Links** menu option would help you most if you wanted to **find a job** in a local authority?

Note: We list websites that provide useful information on each option under **Web Links**. You'll find it under **Resources** then **Useful websites** in the main menu bar.

Teachers Notes

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

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

Exploring Senior Phase Options and Pathways

Activities

Getting started

- **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 students 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 **Before you begin** instructions at the start of the workbook. Check which students already have a Planit or Workit account and can remember their logins. They will be able to sign in 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.

Reflect and review

- Review what has been learned and reinforce key points about the content of the website, different levels of entry and variety of progression pathways.

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.

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	I understand that there is a wide variety of learning and work opportunities that I can explore and that are open to me. I know how to find and evaluate information and support to help my career development.
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.