



**Unifrog** is an award-winning online platform which will help you to make intelligent choices about your future, while allowing tutors to track your progress. You will be able to use Unifrog for both Apprenticeship and University searches and the platform can be used in conjunction with the UCAS website.

## How to use Unifrog throughout the year to plan your progression...

1 x 30 minute session per week and independent study time to be allocated to Unifrog.

### **September – October 2017**

*By the end of this half term, you should have registered for an account and completed preliminary research into both a degree at university and an apprenticeship.*

DATE/MONTH	WHAT SHOULD I BE DOING?
16 <sup>th</sup> October	<b>Attend the introduction to Unifrog assembly</b> with Olivia Tattum (Head of Sixth Form) and Matthew Jones of Unifrog and <b>Register for your account</b> You will need to log onto <a href="http://www.unifrog.org/code">www.unifrog.org/code</a> and register with your form code, name, details and a password

### **October – December 2017**

*By the end of this half term, you should have decided on your primary pathway and made a start in searching and recording this in Unifrog, completed 5 activities and 5 key competencies as well as completed your up to date CV!*

DATE/MONTH	WHAT SHOULD I BE DOING?
30 <sup>th</sup> October	<b>Primary pathway search</b> Are you primarily thinking of going to Uni? Apprenticeship route? Oxbridge route? Pick one route that you are thinking will be your main progression and start to fill in this section – search, refine and make a short list.
6 <sup>th</sup> & 13 <sup>th</sup> November	<b>Start to log your activities and key competencies.</b> Record 5 activities. Once you've recorded 5 activities e.g. independent project, DofE, extra-curricular, paid work etc. record which transferrable skills you've demonstrated/developed through these tasks.
20 <sup>th</sup> & 27 <sup>th</sup> November	<b>CV.</b> Build a structured CV applicable to the industry you're interested in pursuing as a career. Use the Apprenticeship search tool to see what skills the industry is looking for. Continue this in your independent study periods to complete before the end of term.
4 <sup>th</sup> & 11 <sup>th</sup> December	<b>End of the half term check.</b> Finish your activities and key competencies including literacy and numeracy. What else have you done in the last three weeks to fulfil your key competencies? Is there anything you need to do over the holidays to develop these? Make sure your CV is up to date.

### **January – February 2018**

*By the end of this half term, you are to have started research to an alternative pathway and recorded this in Unifrog, completed the minimum of 10 activities and 7 competencies, and doing at least one MOOC search!*

DATE/MONTH	WHAT SHOULD I BE DOING?
1 <sup>st</sup> January	<p><b>Secondary pathway</b></p> <p>If you have completed your primary pathway as Uni – now start to look at apprenticeship routes after 6<sup>th</sup> form – do they exist for your career? Is a degree apprenticeship available? Where are they? What companies offer them? How much do you get paid?</p> <p>If you have completed your primary pathway as Apprenticeships – now start to look at Uni courses! What is out there that interests you? Where are they? What do they do? What are the entry requirements?</p> <p>If you have completed your primary pathway as Oxbridge – now complete a Uni route too.</p>
8 <sup>th</sup> & 15 January	<p><b>Mid-point check in with your Key competencies.</b> Make sure you start to log anything you have done in the past three weeks towards your transferable skills and key competencies.</p> <p><b>MOOC reminder!</b> Keep searching you never know what might appear! 😊</p> <p>Complete one of the MOOCs you have registered on/found in the last term. Usual length will be 8-12 weeks and require 2-4 hours of independent study p/w. Complete before Easter break to bolster personal statement.</p>
22 <sup>nd</sup> January	<p><b>Have you recorded 10 activities and key competencies.</b> e.g. independent project, DofE, extra-curricular, paid work etc. record which transferrable skills you've demonstrated/developed through these tasks.</p>
5 <sup>th</sup> February	<p><b>End of the half term check.</b> Fill in your key competencies. What else have you done in the last three weeks to fulfil your key competencies? Keep recording activities. Make sure you've got 2 alternative career pathways/shortlists completed. Have you started a MOOC? Fantastic resources to show an interest, a passion in a particular course, evidence independent study and it will give you something tangible to discuss if you have an interview.</p>

## **February – April 2018**

*By the end of this half term, you will have, used Unifrog to prepare for the UCAS fair, reviewed your choices after the UCAS fair and will have started to whittle your choices down to 5, completed 2 inputs of key competencies, doing at least one MOOC search!*

DATE/MONTH	WHAT SHOULD I BE DOING?
19 <sup>th</sup> February	<p><b>MOOC reminder!</b> Keep progressing with your MOOC! 😊</p>
26 <sup>th</sup> February	<p><b>You should have signed up for the UCAS fair in 2 weeks' time.</b> Use Unifrog to look at Universities or apprenticeships you might want to target for information and questions on the day!</p> <p>Start thinking about the universities you want to talk to at the UCAS fair in 2 weeks' time.</p>
5 <sup>th</sup> March	<p><b>Mid-point check in with your Key competencies.</b></p> <p>Make sure you start to log anything you have done in the past three weeks towards your transferable skills and key competencies.</p>
12 <sup>th</sup> March	<p><b>You should have been to the UCAS fair this week.</b> You should have picked up lots of prospectuses and sifted through a lot more progression information!</p> <p><b>Review your shortlist choices for your University searches – are they still your favourites? Do you want to add more to your list after the UCAS fair or take any off?</b></p> <p>If you are thinking apprenticeships? Go on and check out what is out there at this point in the year – make a shortlist and start to research into companies that take your fancy</p>
26 <sup>th</sup> March	<p><b>Go onto the “UCAS” section in the “Making applications” part.</b></p> <p>Can you rank your University choices into your top 5?</p> <p>If you are thinking apprenticeships? Go on and check out what is out there at this point in the year – make a shortlist and start to research into companies that take your fancy</p>

	Apprenticeship route?
2 <sup>nd</sup> April	<b>Fill in your "Post 18 intentions"</b> – it doesn't need to be fixed in concrete! We are just interested in where you want to go and if you have any plans at the moment

### **April 2018 – June 2018**

*By the end of this half term you will have updated your post 18 intentions, completed all parts of Unifrog and started to use the gathered information to make your UCAS applications if you are applying to Uni.*

DATE/MONTH	WHAT SHOULD I BE DOING?
16 <sup>th</sup> April	<b>Update your "Post 18 intentions"</b> . It doesn't need to be fixed in concrete! We are just interested in where you want to go and if you have any plans at the moment and if they have changed since September! Apprenticeship route? Start using Unifrog daily to look at opportunities that are going live from October onwards for July 2018
23 <sup>rd</sup> April	<b>UCAS opens in 3 weeks.</b> Make sure you have completed all sections, use the prompts at the top of your personal page to complete all the parts you have not so far! Apprenticeship route? Start using Unifrog daily to look at opportunities that are going live from October onwards for July 2018
30 <sup>th</sup> April	<b>Mid-point check in with your Key competencies and MOOC.</b> Make sure you start to log anything you have done in the past three weeks towards your transferable skills and key competencies. Make sure you're progressing with your MOOC? Remember this will add depth and content to your personal statement or apprenticeship application.
14 <sup>th</sup> May	<b>UCAS OPENS</b> Start to gather your Unifrog information, print out all of your Uni searches, make sure you have completed searches on all of the institutions you want to. Print out any Key competencies you have completed so you can start to use all of these in your personal statement!

### **June – July 2018**

*By the end of this half term, you will be using Unifrog daily if you are applying for apprenticeships – refining shortlists and applying directly from your choices.*

DATE/MONTH	WHAT SHOULD I BE DOING?
4 <sup>th</sup> & 11 <sup>th</sup> June	<b>University route?</b> <b>Start section 1 of your personal statement.</b> Why do you want to study that subject? MOOC? Subject? Work Experience? <b>Apprenticeship route?</b> <b>When does the application process open up?</b> Many degree apprenticeships will start taking applications in October with interviews starting the following February!
18 <sup>th</sup> & 25 <sup>th</sup> June	<b>Start section 2 of your personal statement.</b> What have you done in the past that makes you particularly suitable for that subject? Can you demonstrate a clear understanding of that course? What module will you be sitting? How is the course structured?
25 <sup>th</sup> June	<b>Start section 3 of your personal statement.</b> What else can you contribute to the university as a community? Use your activities and competencies to draw examples of your transferable skills. Is there anything you can do over the Summer to improve your application? Another MOOC? Work experience? Vacation Scheme? Volunteering?
16 <sup>th</sup> July	<b>End of the half term check</b> Have your first draft personal statement ready on Unifrog. Think what you can do over the summer to add some more depth, improve your statement.



*Finding the best universities and apprenticeships visit*  
<https://www.unifrog.org>