

MY YEAR 11 ACTION PLANNER

This planner will help you take the steps to make the right choices

AUTUMN

Autumn term

Read the Your Next Step booklet.

Complete the exercises in the booklet.

Put together a list of questions on the courses I am interested in. Have a look at Making the Choice section on page 32 in this booklet for some ideas for questions.

Visit the library and get school, college and training provider prospectuses, website addresses and information on travel.

Find out when open days, visits and options evenings are taking place and write them in my diary/planner.

Make sure I ask my questions at the open days, visits and options evenings.

Speak to the following people:

- careers teachers
- students who have taken the course/s
- a Connexions advisor.

Identify the courses I am interested in and write the closing dates for application in my diary.

Make sure I have a copy of the application for and if I have made up my mind – complete it but get someone to check it for me before sending it in.

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Continued...

SPRING!
SUMMER

Spring term

Continue with visits and research.

Look at jobs online and in newspapers.

Make a list of the skills and qualifications employers are looking for.

Speak to anyone I was not able to speak to last term.

If I have applied – prepare for my interview:
– write down possible questions
– prepare my answers
– have a mock interview and get feedback.

If I have made up my mind – complete and send in my application but make sure someone checks it for me before I send it in.

Summer term

If I have applied but not had an offer – check that my application has been received and when I will get a response.

If my offer depends on my grades – look at what I will do instead if I don't get the grades I am expecting. Get some advice from my teachers on this if I need to.

If I have not been offered a place or not yet applied – contact the school/college to ask about alternative courses and summer enrolment.

