

# Year 11 Careers Work May 2021 – Unifrog



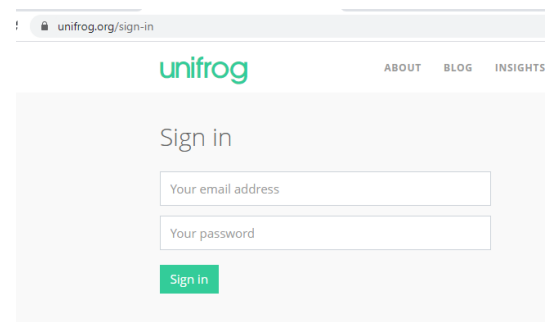
Please work through this booklet completing each task. This will take you a several hours so will be best to split over a series of sessions.

Unifrog is a one-stop-shop where you can easily explore your interests, then find and successfully apply for your next step after school.

This set of tasks are designed so that you get familiar with using Unifrog and begin to record some activities and competencies that will make your applications easier in the sixth form.

## Task 1 – signing into Unifrog

- Sign in with your school email address and password at Unifrog.org
- If you have forgotten your password, you can request a new one – it will be sent to your school email address
- Any problems email [jearp@ecclesbourne.derbyshire.sch.uk](mailto:jearp@ecclesbourne.derbyshire.sch.uk)



## Task 2 what is Unifrog?

If you are not familiar with Unifrog watch this brief video.

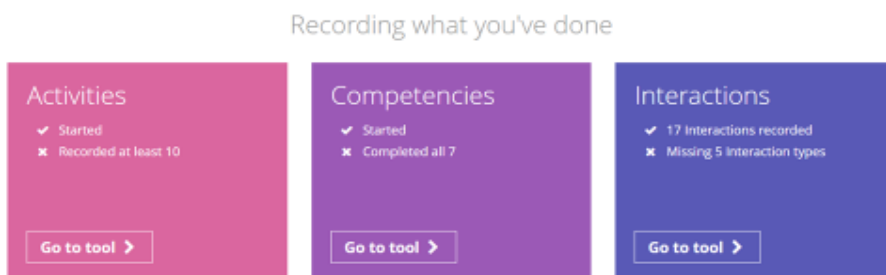
[https://youtu.be/nZS2tn\\_3LGU](https://youtu.be/nZS2tn_3LGU)

The first 10 minutes are about the Tools we are going to use in these tasks.

### Task 3 - Adding Activities

As you saw in the video Unifrog allows you to record activities that demonstrate skills and experiences. These will be useful to record and then use when you are applying for your next step.

These could be work experience, part-time jobs, sports teams, music, drama, positions of responsibility, hobbies, Duke of Edinburgh. They may be in school or out of school. Try and add at least five activities.



From the student dashboard at [unifrog.org/student/home](http://unifrog.org/student/home), click 'Go to tool' on the **Activities** box.

To begin, click on 'Add an activity' to take you to the template for recording your example.

#### Activities you've done

Record what you've done. Then use this material for your applications.



**2 of 10** recommended minimum recorded so far

Almost anything can be considered an extracurricular activity - from having a job, to taking care of family members, to extreme soap carving.

[+ Add an activity](#)

☆ **School Prefect**  
School responsibility (eg prefect) [Edit >](#)

September 2016 Responsible for supervising younger students at lunchtimes.  
**Referee:** Mr Teacher

Then you need to write the description.

If you need them, there are tips on how to describe your examples expertly.

*Please note: do not try to use these as templates; the entries need to be personal to you.*

#### Description + achievements

Write like a boss by following these 5 tips -

1

#### Emphasise tangible, measurable impact

Who did your activity help? How many people? How much money did you raise?

Instead of: Raised money for children in Africa.

Try: Raised £3,000 to provide 75 uniforms and 3 scholarships for students attending the Waveru School in Kenya.

2

#### Be specific

Use detailed examples of things you've done

Instead of: Worked at a clinic doing a wide range of activities.

Try: Organized patient diagnosis notes, sterilized tools for surgeries, assisted with x-ray analysis.

3

#### Use the present tense if it's something you still do

The present tense is normally more engaging

Instead of: I helped tour visitors around the campus and presented some information on school history and student life.

Try: I give campus tours, providing info on school history, student activities, boarding life.

4

#### For each activity include any responsibilities you had

This lets you demonstrate your leadership skills

Instead of: I swim on the swim team.

Try: Responsible for leading swim practices, planning fundraising events, assisting in recruitment process.

5

#### Explain the significance of the activity

Especially useful if there isn't much to say, or if it was a one-time event

Instead of: Tutored students.


Try: Supported students revising for a maths exam with concepts they found particularly difficult, such as simultaneous equations. Helped stop them falling behind at crucial point in their studies.

To complete an activity, state your role and select an activity type from the drop down menu.

If you are unsure how to define the type of activity, you can use the guide to help you.

Once completed, click on 'Add activity' at the bottom of the page.



 **Add activity**  
Record what you've done.

\* Your role   
0 of 50 characters

**What type of activity was it?**  
Each activity can only be associated with one type.  
[Check how to define the different types >](#)

\* Activity type


**Description + achievements**  
Write like a boss by [following these 5 tips >](#)

\* Description   
0 of 150 characters

\* Date started

\* Referee

or [cancel changes](#)

 **Add activity**  
Record what you've done.

\* Your role   
18 of 50 characters

**What type of activity was it?**  
Each activity can only be associated with one type.  
[Check how to define the different types >](#)

\* Activity type

**Description + achievements**  
Write like a boss by [following these 5 tips >](#)

\* Description   
100 of 150 characters

\* Date started

\* Referee

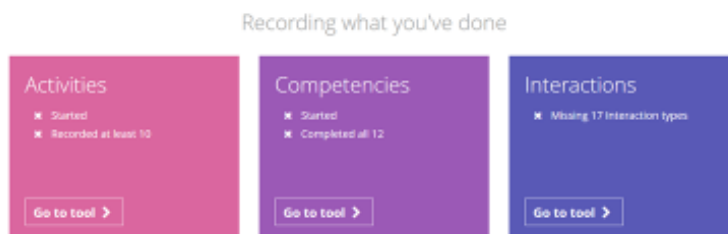
or [cancel changes](#)

### Task 3 - Adding Competencies

As you saw in the video Unifrog allows you to record competencies that demonstrate skills that will be useful to remember when you are applying for your next step.

Examples can be from in or out of school.  
Try to add at least five examples of competencies.

From the student dashboard at [unifrog.org/student/home](https://unifrog.org/student/home), click the 'Go to tool' button on the **Competencies** box.



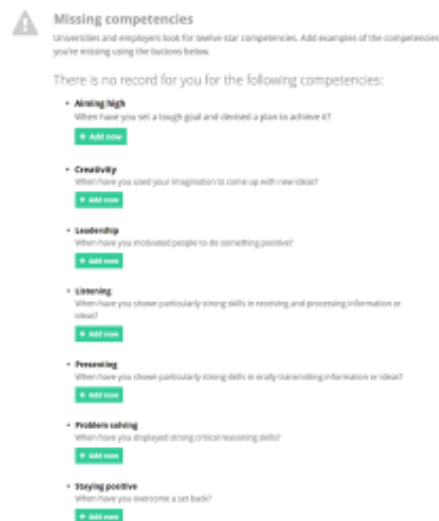
There are twelve competencies that Unifrog have identified as being key.

You can add an example for each of these competencies.

To begin to complete your competency list, click the green '+' + Add now' button.

You can also add additional competencies of your own. Click '+' + Add example' to create an additional competency to add to your list.

Universities and employers look for twelve star competencies  
Record examples of you demonstrating each of these competencies. Then use this material for your applications.



To complete a competency select a situation and start date from the drop down menus.

Explain how you demonstrated this competency in detail.

If you need a structure to follow, use the star technique which is summarised on this page.

**Add an example of a competency**  
Record in detail how you've demonstrated a competency.

What type of competency was it?  
Each of your examples can only be associated with one competency.  
Check [how to define and write about the different types](#) -

\* Competency type:

\* Situation:

\* Date started:

\* Description:

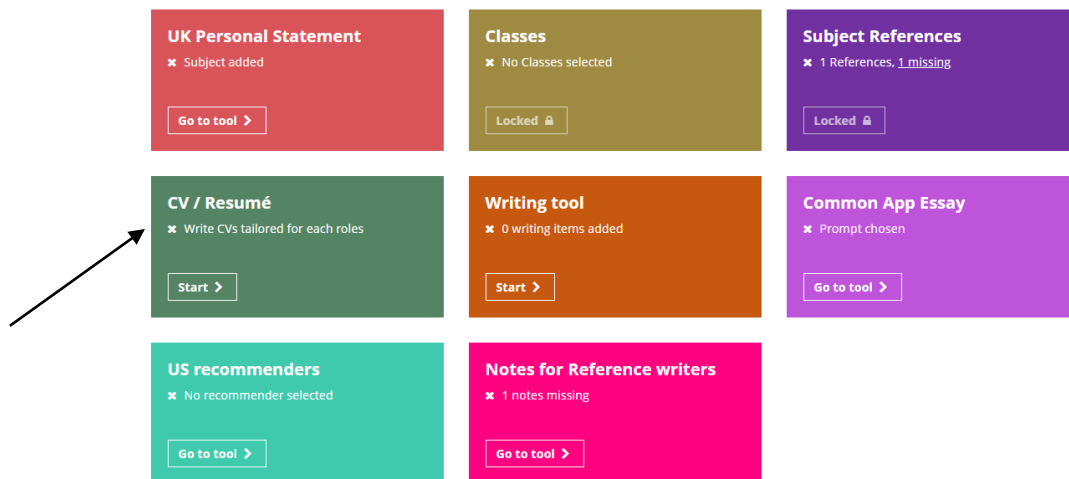
What to include:  
 Situation: Set the scene  
 Task: What was the task?  
 Action: What did you do?  
 Result: What was the outcome?

[Add example](#) or [cancel changes](#)

## Task 4 – Writing/Updating a CV (Curriculum Vitae)

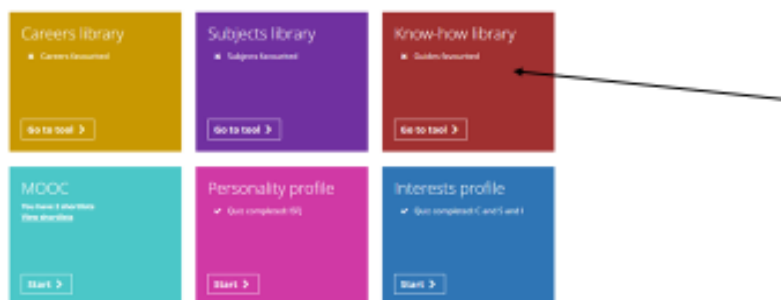
Use the Unifrog tool to create/update your CV. Follow the instructions to create a generic CV. Your CV is your opportunity to sell yourself. Think about the competencies and activities the recruiter is looking for - and tweak your CV every time you apply for a new role.

### Drafting application materials



## Task 5 - Know How Library

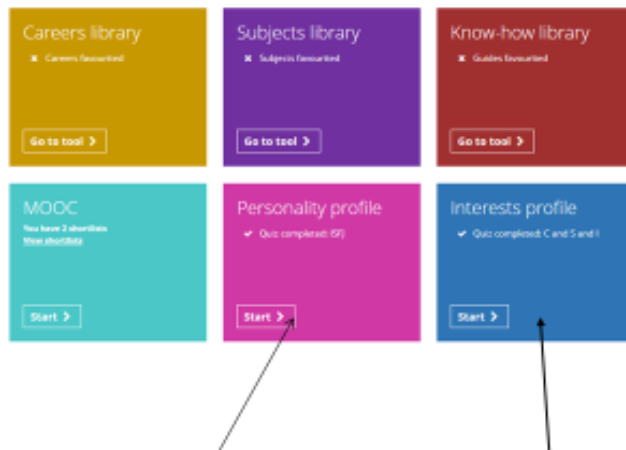
There are lots of guides and videos in this section that you will find useful.



Have a look around and see what interests you.

Topics include Higher Level Apprenticeships, How UK Loans work, Universities abroad and well-being.

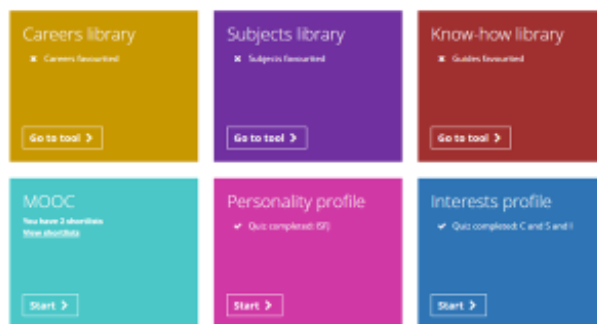
## Task 6 – Personality Profile and Interests Profile



Take the Personality Profile Quiz and Interests Profile quiz to allow Unifrog to suggest career areas that you might not have thought of.

Be as honest as you can.  
The quizzes can be repeated at a later date.

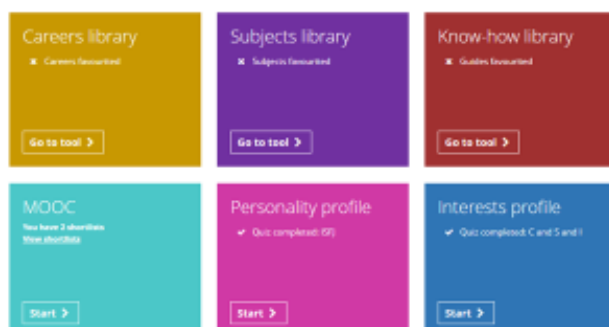
## Task 7 – Careers Library



The Careers Library contains details of 800 job profiles including entry requirements, progression, labour market information for Derbyshire and UK growth in this sector. There are also links to University courses and Apprenticeships.

Browse the careers you are interested in. Did the quizzes suggest an area that you hadn't considered?

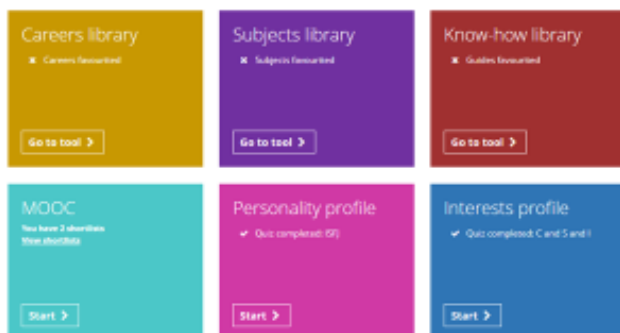
## Task 8 – the Subjects Library



The Subjects Library contains detailed profiles of every major University subject area.

You can search by a University area that you are interested in or by your A level subjects to see what University subjects are linked.

## Task 9 – MOOCs



MOOCs are massive, online, open courses. These are free courses that Universities are offering in the UK and world wide to offer a taster course in a particular area.

They are open to students of all ages and are designed to be completed online.

Browse what is available in the areas that you are interested in.

If you have any questions or require any further support, please email [jearp@ecclesbourne.derbyshire.sch.uk](mailto:jearp@ecclesbourne.derbyshire.sch.uk)