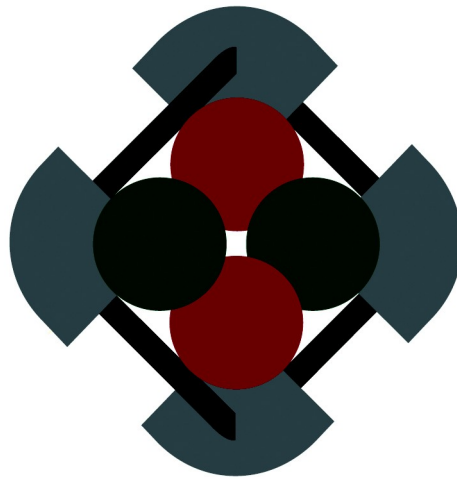


SCHEME OF WORK:

Guidance Department



6th Years

Lesson Plan: 1

Year: 6th Years (Traditional)

Introduction to Guidance & Counselling in 6th year

General Aims: A broad reminder, at the outset of the year, of the Senior Cycle program in Guidance and specific information relevant to final year students for the start of the academic year.

Specific Objectives:

- Students will be aware of the ground-rules for class participation and will be asked to comment or contribute.
- Students will know the protocols surrounding confidentiality and disclosure for Guidance & Counselling. Questions are encouraged.
- Students will be given a general outline of topics to be covered over the year. Focus and content will be determined by the makeup and interests of particular class groups. Feedback is welcome.
- Students will have the Appointment System for both Counselling & Career Services explained to them. Copy of appointment slip is shown.
- Students will be aware of the Open Day Procedures for our school.
- Students will be reminded about available tickets for the Higher Options Conference in September.
- Student will be able to access a list of events available to Senior Cycle students around the country. A comprehensive list of dates is posted on the front page of the school website at the outset of the

year. The most pertinent ones will be pointed out in class.

- Students will be aware of the importance of on-line Notice Board and be cognisant of the use by Guidance of the school website and also how Guidance best uses social media. The Careers News specific links on the front of the website are highlighted.
- There will be a brief discussion of the balance needed to deal positively with study, social activities and work. Consequently students will be more aware of their responsibilities in this area.
- The HEAR / DEAR Deadlines are explained. Students will know how to access pertinent information prior to beginning an application.
- Students will be made aware of the UCAS Deadlines.
- Students will be made aware of the HPAT Deadlines.
- Student will know of the Eunicas option.
- Language Exemptions – NUI TCD U.L. are again explained. (First mentioned in Senior Cycle subject choice.) Students will be aware that these are applied for on an individual basis.
- Student will know that Foundation Level Maths fulfills requirements for certain courses. An annually updated list is available on the website.
- Students will be aware of entry criteria for PLC Colleges, plus the importance of early research and application.
- Students will be aware of the implications of Social Networking. (The “Crowded Room Protocol”.)
- Students are the given a brief positive presentation on the formula for vocational choice, exploring the careers formula.

Notes:

The above may take a number of classes depending on the makeup of the class and its specific requirements. Planning is for the use of two to three class periods.

Materials Used:

School website / HEAR & DARE Brochures / Copy of N.U.I. Matriculation Handbook. Updates to the Events List / Foundation Level Maths requirements etc are listed on the school website. An example of which will be shown to them.

Lesson Plan: 2

Year: 6th Years (Traditional)

Introduction to the Points System & Matriculation

General Aims: An overview of the updated points system for C.A.O. entry.

Specific Objectives:

- Explain how points are allocated under the system.
- Explain the accompanying conditions.
- Explain Matriculation and Entry requirements: Apprenticeships/ General Employment / PLC Courses / IOTs / Universities.
- Show a sample of how the points calculation works and answer any questions or concerns.
- Give a brief overview of the UCAS Tariff system.
- General discussion on the importance of Honours subjects.
- Complete a personal points prediction worksheet. (Optional)

Notes:

The above should be completed during the duration of one class period

Materials Used:

Points forecast sheet is on the school website and students are encouraged to make use of it.

Lesson Plan: 3

Year: 6th Years (Traditional)

Preparation for the Higher Options Conference

General Aims: To prepare students for their attendance at the Higher Options Conference in the RDS in September.

Specific Objectives:

- Students will know information regarding departure / arrival times.
- They will have a broad understanding of the the event itself – participants / layout.
- They will be given an opportunity to explore a detailed worksheet on how to manage the event.
- This affords an opportunity to look at the Points System and general Matriculation requirements.

Materials Used:

Higher Options, of contemporary year, worksheet posted on the school website and updated annually covering topics such as:

Why we visit the Higher Options?

The importance of prior preparation and advance planning of questions.

Using Qualifax to prepare beforehand.

Recording information post event.

Plus: Open Forum: Answering any queries or concerns students have.

Lesson Plan: 4

Year: 6th Years (Traditional)

Career Guidance: The Basics for 6th Years

General Aims: An introduction to the general basics surrounding the process of vocational choice at secondary level.

Specific Objectives:

- Students will be introduced to the concepts of Ability, Interests, Aptitudes and Personality.
- Students will be made aware of the Holland's Hexagon.
- Students will be aware of the three step program around Career Choice. (Assessment / Analysis / Planning).
- Students will be introduced the the concepts of Education / Interests / Salary / Career Trends vies-a-vis career choice.
- Students will be made aware of, and given the opportunity to discuss, the impact of career choice on lifestyle.

Notes:

The above should be completed during the duration of one class period

Materials Used:

The class will begin with a short video from the ICS (or equivalent) to highlight the variety of choice in one field of employment.

Lesson Plan: 5

Year: 6th Years (Traditional)

What to look for when choosing a course

General Aims: To give students a framework to work with when investigating the options available to them at Third Level.

Specific Objectives: To investigate and discuss the following areas:

Access Programs:

Accommodation:

Age Requirements:

Application Procedure / Deadline:

Career Prospects:

Class Size / Gender:

College Facilities:

Cost of Materials /Administration Fees:

Course Content:

Course Duration:

Course Satisfaction:

Daily/ Annual Timetable:

Deferred Entry:

Form of Assessment:

H.E.I. Requirements / Faculty Requirements / Course Requirements:

International Work Programme / Industry Placement:

Is the course running this year?

Lab / Workshop Facilities:

Language Option:

Location / Ease of Access:

New Courses:

Open Days:

Options & Electives:

Overall Costs:

Points:

Progression:

Qualification? / Who Confers?:

Retention Rates:

Scholarships / Bursaries / Fellowships:

Staff: Student Ratio:

Teaching Quality:

Travel Options:

Notes:

It is expected that the above should be completed during the duration of three to four class periods.

Materials Used:

“What to look for when choosing a course”, powerpoint. Updated continuously.

Lesson Plan: 6

Year: 6th Years (Traditional)

Concept of Grit

General Aims: As a motivational exercise, to introduce students to the contemporary concept of Grit, as espoused by Angela Duckworth.

Specific Objectives:

- Students will be familiar with the history and thinking behind the concept of Grit.
- Students will have completed in class a Grit Scale exercise.

Notes:

It is expected that the above should be completed during the duration of one class period.

Materials Used:

The Grit Scale worksheet.

Lesson Plan: 7

Year: 6th Years (Traditional)

UCAS Entry

General Aims: To inform students about the UCAS application system and procedures.

Specific Objectives:

- Students will be aware of relevant information regarding entry to UK colleges, including application procedures, costs, important dates and different matriculation requirements.

Materials Used:

Latest updated UCAS presentation if appropriate or at least a general overview given if there is insufficient interest.

Notes:

Planning is for the use of one class period or less dependent on the needs of the group.

Lesson Plan: 8

Year: 6th Years (Traditional)

The CAO System

General Aims: To inform students about the CAO application system and procedures.

Specific Objectives:

- Students will be aware of relevant information regarding entry to Irish H.E.I.'s with the C.A.O. system, including application procedures, costs, important dates, matriculation requirements and more.

Materials Used:

Latest updated C.A.O. presentation.

Notes:

The above may take a number of classes depending on the makeup of the class and its specific requirements. Planning is the for the use of four to five class periods.

Lesson Plan: 9

Year: 6th Years (Traditional)

Stress Management

General Aims: To deal with the issue of stress in Senior Cycle, specifically with pre-exam stress.

Specific Objectives:

- Students will be aware of introduced to the importance of strategy around planning.
- The role of eustress in exam preparation.
- Options available to students for coping with stress.

Materials Used:

Latest updated Exam Stress presentation, Planning Well worksheet, Reduce Stress Handout et al.

Notes:

The above may take a minimum of two classes, with extra material available if the students require additional time and material. Input from students is encouraged. Any student experiencing more than moderate stress is encouraged to make contact with Guidance, Chaplaincy or any trusted adult.

Lesson Plan: 10

Year: 6th Years (Traditional)

Values, Skills & Interests

General Aims: To give students the tools to investigate and explore their own values, skills and interests with a view towards making an informed vocational choice.

Specific Objectives:

- To evaluate past experiences in order to identify strengths and opportunities for growth.
- Identify knowledge and skills acquired thus far.
- Identify personal qualities and specific competencies, functional and transferable skills.
- Identify your most highly rated work values.
- The importance of Interest Inventories are understood by students and samples of such have been shown to the students.
- Students are afforded the opportunity to complete a selection of Interest Inventories at home.

Notes:

It is expected that the above should be completed during the duration of three to four class periods.

Materials Used:

A comprehensive selection of sheets are available. They are altered on an ongoing basis.

Lesson Plan: 11

Year: 6th Years (Traditional)

Grants & Monies (Numeracy)

General Aims: To deliver the most up to date information as regards the SUSI application system. To explore the area of managing monies at third level.

Specific Objectives:

- Students will be aware of their entitlements under the SUSI system.
- Students will discuss the costs of attending Third level in Ireland.
- Students will discuss how to budget for a college education.

Materials Used:

Latest updated Grants presentation, Student College Planner, the SUSI Grant Video et al.

Notes:

The above may take a minimum of two classes, with extra material available if the students require additional time or information. The contribution to general **numeracy** is given through the emphasis on calculations and budgeting.

Lesson Plan: 12

Year: 6th Years (Traditional)

Modern Apprenticeships

General Aims: To make students aware of the opportunities available to them through the Modern Apprenticeship System.

Specific Objectives:

- Students will be know the definition and requirements of an apprenticeship.
- Students will be introduced to the number of apprenticeships available to them.
- Students will know about the different phases of an apprenticeship.
- Students will be aware of the requirements of the “Ishihara” Colour Vision Test for specific apprenticeships.
- Students will know what the contemporary training allowances are for a sample of apprenticeships.
- Students will be able to discuss how women can gain access to apprenticeships.
- Students will be able to compose a short covering letter for an advertised apprenticeship.

- Students will be aware of various local alternatives to the traditional apprenticeships.

Notes:

It is expected that the above should be completed during the duration of one to two class periods.

Materials Used:

Power-point Presentation on Apprenticeships.

Lesson Plan: 13

Year: 6th Years (Traditional)

PLC's

General Aims: To deliver the latest information as regards PLC application process. To explore the options around PLC courses.

Specific Objectives:

- Students will receive a broad overview of the PLC system.
- Students will look at what courses are available via a local PLC College, Cavan Institute.
- Students will be aware of the follow on educational options available post a FETAC (QQI) 5/6 course.

Materials Used:

Latest Cavan Institute Powerpoint Presentation, sample PLC application and the PLC document posted on the school website.

Notes:

Will be finished prior to the first closing dates for the PLC application courses. The above may take a minimum of two classes, with extra material available if the students require additional time or information.

Lesson Plan: 14

Year: 6th Years (Traditional)

Study Skills

General Aims: To give the students a number of pointers on more effective study techniques.

Specific Objectives:

- Look at the study environment and general issues around concentration.
- Examine various study techniques with a view to personal efficacy.
- Look at a variety of ways to prepare for in-house and state exams.
- Advise students on producing a study log.
- Additionally, following on from an earlier lesson, examine ways of combating exam stress.

Materials Used:

Latest material on study techniques including a full study skills guide.

Notes:

Will be finished prior to the the mocks. The above may take a minimum of two to three classes, with extra material available if the students request additional information.

Lesson Plan: 15

Year: 6th Years (Traditional)

Curriculum Vitae

General Aims: To give the students a short overview of the modern curriculum vitae.

Specific Objectives:

- The importance of gaining third level experience to be strategically added to your C.V.
- Students will be introduced to general guidelines on how to compose a modern C.V. including headings, layout and appropriate content.
- Students will compare and contrast a small number of C.V.s.
- Students will be able to identify a Europass C.V.

Materials Used:

Latest powerpoint material on C.V's including an informative video on what makes a "good hire."

Notes:

The above may take a minimum of two to three classes, with extra material available if the students request additional information.

Lesson Plan: 16

Year: 6th Years (Traditional)

Application Forms & Interviews

General Aims: To give the students an overview of the completion of standard application forms and advice on completing a successful job interview.

Specific Objectives:

- Students will be familiar with the language used on standard application forms.
- Students will have the opportunity to look at some sample application forms.
- Students will explore a number of suggestions on how to succeed in interviews including:
 - What to do and not to do during an interview.
 - What to bring to an interview.
 - What questions you would expect at an interview.
 - What questions you might ask at an interview.
- Students will be aware of how interviews are evaluated by examining a sample “Interview Evaluation Form”.
- Students will see an example of a thank you email to be sent post interview.

Materials Used:

Latest material on Coping with Interviews. Powerpoint on the Expectations of Employers.

Notes:

The above may take a minimum of two to three classes, with extra material available if the students request additional information.

Lesson Plan: 17

Year: 6th Years (Traditional)

Literacy Module

General Aims: To have students to be familiar with some of the technical language associated with career and college choice.

Specific Objectives: Familiarise students with the following vocabulary:

Academic year:

Extracurricular activities:

Admissions Officers:

Faculty:

Alumni:

Finals:

Audit:

Freshers:

Bachelor's degree:

Freshman:

C.A.O.

Grade point average:

Campus:

Graduate:

Careers Services:

Grant:

Commencement:

Halls:

Debt:

Internship:

Degree:

Junior:

Doctorate:

Lecture:

Elective:

Loan:

Essays:

Maintenance Grant

Major:	Scholarship:
Master's degree:	Semester: Seminar
Minor:	Senior:
Modular Courses:	Societies (Soc):
Online classes:	Sophomore:
Part-time student:	Sports Union:
PhD (Doctor of Philosophy):	Students Union:
Plagiarism:	Syllabus:
Postgraduate Courses:	Transcript:
Reading week:	Tutorial:
Research:	Undergraduate:

Notes:

It is expected that the above should be completed during the duration of one class period.

Materials Used:

College Terminology Worksheet

Additional Materials:

All materials used in the 6^h Year Guidance program are maintained listed in the appropriate folders, which are accessible by parents and students on line. They are subject to constant change and copies of the latest versions are to be found on the Guidance Department website:

www.guidanceoffice.info.