



Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

Year 11 tutors

Positive Steps @16 NEXT STEPS

ASPIRE ENJOY ACHIEVE



- <https://admin.eprospectus.co.uk/tutors>
- “Next steps for students” PPT should now have been shared.
- Encourage students to fill out the self referral forms if they have any questions or need clarity.
- Look at your PS@16 overview to track where tutees are at. Check when tutees last logged in. Chase where necessary. Check the entry requirements match their PC1.
- Encourage tutees to share their personal statements with you
- On your PS@16 homepage, click “reports” to see a list of useful overviews of progress reports.
- Enter data on reference section. This has all been emailed on Excel and saved in pastoral folder.
- .Progress Files – Students must gather the information. Allow students time to update their files.
- TUTORS – please communicate with isolating tutees via SMHW – all info is on school website Careers Education / PS@16.

Progress files



What is a Progress File?

Your Progress File will help you to build on your achievements and will help you to identify and value your skills and qualities and recognise your achievements.

Your Progress File will enable you to select information to present to people as you move through various stages of your education and career. It can help you when you need to sell yourself or explain where you are coming from and where you want to go.

Your Progress File can help with all types of self-presentations. Sometimes it's easier to talk about yourself if you have things to remind you what you want to say e.g. notes, photos, evidence of work etc.



What goes in my Progress File?

You choose. It's yours. Everyone's folder will look different and it will change as you add to it and remove things. It will be a mixture of personal information, evidence of your progress and achievements and various documents to support your future planning. Keep info relevant by focusing on KS4 achievements. Consider the order of info-*Perhaps order your Progress file on how you have structured your Personal Statement*

- ✓ C.V. (with a personal statement)
- ✓ Development Week Certificates / Awards
- ✓ Certificates and Awards
- ✓ Copies of school reports/monitoring letters
- ✓ Photographs of experiences and achievements / Newspaper cuttings
- ✓ If you haven't got a certificate for participation/volunteering outside school, have an adult that you've worked with write you a reference to include in your file.



- Leena - should CHH and SP offer two weeks of am reg support? One day for each form ? Tutors to identify
- Lunch time sessions will run 1.20-2pm
- Week One - Monday / Tuesday
- Week Two - Tuesday / Thursday