

# Information for teachers and Personal Advisors

Plan-it is an online system that helps young people, commonly from Years 7 to 11, to manage their decision-making processes and progression through learning, life and work.

Plan-it helps young people to create an Individual Learning Plan as they:

- Assess and record their qualities, skills and achievements and learn how these might be used in learning, work and adult life.
- Identify their ambitions and career choices.
- Use academic data alongside personal and career information to ensure that they make and plan for effective and realistic decisions.
- Use the results from self-assessment to contribute effectively to planning their own progression into future learning, work and adult life as they complete the Plan-it Action Plan.
- Use the information provided by the system to create online CVs.
- Use the information gathered through the system to engage with key supporting adults.

Plan-it takes young people through a three-stage planning process:



**Where are you now?**

Skills and Qualities Banks, Subjects Now, School Life, Interests & Achievements, Learning Styles, School Data and Experiences of Work.



**Where would you like to get to?**

Ambitions, Careers Library and Future Subjects (with a link to Area Prospectus).



**How are you going to get there?**

Using My Summary, Action Plan, CV Builder and Review.



As learners complete the Plan-it process they can work towards a Plan-it certificate that earns GCSE points through ASDAN's CoPE Award

How it works:

- Learners can access the system from any Internet-enabled PC.
- A scheme of work allows for online and offline sessions to reinforce and discuss information generated through the system.
- A supervisor area gives staff controlled access to learners' work and to data that can help inform school processes e.g. option choices, work experience placements, academic monitoring, Parents' Evenings, etc.
- Plan-it outputs, including a personal summary, careers searches, action plan, CV, review etc.

Plan-it provides information that links with other school activities:



## Where are you now?

Skills and Qualities Banks, Subjects Now, School Life, Interests & Achievements, Learning Styles, School Data and Experiences of Work.

- Teachers can view quiz results and reports online, through the Supervisor site.
- Quiz results and reports can be used to inform tutors/teachers/Connexions PAs and school processes.
- The 'My School Life' quiz creates a 'Cause for Concern' report in the Supervisor site highlighting issues with transition and potential barriers to learning.



## Where would you like to get to?

Ambitions, Careers Library and Future Subjects (with link to Area Prospectus).

- An 'Ambitions' report in the Supervisor site indicates issues for further discussion e.g. wanting a child at 16, plans for KS4 and post-16, etc.
- Career Library search results show minimum entry-level qualifications for the chosen career and in-depth details of skills needed, education routes etc. Can be used by teachers/tutors to advise and motivate learners.
- Supervisors can view the careers learners are interested in and the level of qualification they need.



## How are you going to get there?

Using My Summary, Action Plan, CV Builder and Review.

- Through the 'Using My Summary' tool learners can view and print specific reports for key purposes, such as options discussions, target setting, parents' evenings, etc.
- Learners can devise a multi-level action plan that can be reviewed by supervisors and managed by the learners.
- The CV Builder helps learners develop their own CV by referring to their Plan-it data and providing help and advice.

### Output:

#### Personal Summary

All quizzes from stage 1 and 2 can be viewed and printed:

- As individual quizzes
- As a whole summary
- To prepare for specific meetings, such as work experience, option choices etc.

The summary can be used by Tutors, Heads of Year, SENCO, Career Co-ordinators and Connexions Advisers to inform and extend their knowledge of learners' skills, ambitions, career plans etc.

### Output:

#### Action Plan

The Plan-it Action Plan supports an existing or intended action planning process within the school.

Learners need to discuss their Action Plans with key, supporting adults.

The Action Plan needs to be reviewed on an ongoing basis by learners and staff.

#### CV

The CV can be used as the basis for applications for work experience, jobs, college places, etc.

#### REVIEW

The review, containing school data, learner and staff comments, and an action plan can be used as a termly or yearly progress report.