**My World of Work Activity/Engagement Calendar - Model**

This is a ‘notional’ model for schools to use as a guide to integrate, embed and raise awareness of My World of Work (My WoW) among pupils and teachers; increase registrations and encourage more meaningful usage and the adoption of the Profiling tools. Schools would decide when they do what, in collaboration with school based Careers Advisers (SDS), Pupil Support (PS) staff, DYW staff (PS), My WoW Ambassadors and PD&I Executive (SDS). Ambassadors can be tasked to support these engagements

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|  | **Activity/Lesson Plan/Resource/Tool** | **Lead** | **Planned Timescale & Commentary / Notes** |
| S1 | My WoW **Registration**  **About Me**  Profile Update (**About Me Summary**)  **Stereotypes**  Groupwork activity | PS/SDS  PS/SDS  Pupils  PS/SDS  SDS | Pre-September weekend - depending on Internet User Agreements/Glow account  Use Account Profile tool - Pre-September weekend  Use Account Profile tool - Pre-October break  Use PSE Lesson Plan on My WoW - Pre-October break  After October break |
| S2 | My WoW **Registration** Mop-up  **Fact or Fiction**  **Skills** tool  **Strengths** tool  Groupwork activity - **Subject Choice** toolkit  Profile Update (**Skills summary**)  Profile Update (**Strengths summary**)  1 to 1 Interview | SDS  PS  PS  PS  SDS/PS  Pupils  Pupils  SDS | Run 'Not Registered on My WoW' report - potentially at start of each term  Use PSE Lesson Plan on My WoW - After October break - Pre-Christmas break  Use Account Profile tool - After October break - Pre-Christmas break  Use Account Profile tool - After October break - Pre-Christmas break  Use My Career Options or Account Profile tool – January / February  Pre-1 to 1 Interview - January  Pre-1 -to 1 Interview - January  February |
| S3 | My WoW **Registration** Mop-up  Groupwork - Career Match  Profile Update (**Personal statement**)  **Routes to Employment** | SDS  SDS  PS  PS | Run 'Not Registered on My WoW' report - potentially at start of each term  May / June - During S3 Profiling  May / June - After S3 Profiling  Use PSE Lesson Plan on My WoW - May / June |
| S4 | My WoW **Registration** Mop-up  **Personal statement for a CV**  **CV Builder**  Groupwork - Routes/Pathways etc | SDS  PS  PS  SDS | Run 'Not Registered on My WoW' report - potentially at start of each term  Use PSE Lesson Plan on My WoW - November / December  Use Account Profile tool - November / December  Routes, Pathways & Apprenticeship Family (FA/MA/GA) information |
| S5 | My WoW **Registration** Mop-up  SWOT Analysis  **Interview Skills** | SDS  PS  PS | Run 'Not Registered on My WoW' report - potentially at start of each term  Pre-September weekend  Use PSE Lesson Plan on My WoW - Pre-September weekend |
| S6 | My WoW **Registration** Mop-up  **Personal statement**  Profile Update (**Personal statement**)  College/UCAS applications | SDS  PS  Pupils  PS & SDS | Run 'Not Registered on My WoW' report - potentially at start of each term  Use PSE Lesson Plan on My WoW - August through December  Update Account Profile tool - August through December  August through December |