# ALL SAINTS

## ACADEMY PLYMOUTH

## Level 3 Sixth Form Induction Project

## Summer 2017

**Deadline: Friday 15th September**

Name: _____

Tutor Group: _____

# Contents:

Your Tasks:

➢ Research Information about Your Chosen career choice
   1. What the job involves e.g. Teacher.  Name 2 other related jobs- e.g. social worker, lecturer
   2. List your skills and qualities and identify what skills you need to work on for your chosen career e.g. reliable, trustworthy, time management, organised

➢ Qualifications Required
   1. A level/BTEC Level 3 subjects needed for your chosen career path e.g. Pharmacist – Biology, Maths, Chemistry, Physics

➢ Training and Entry Routes
   1. Level 3 Apprenticeships
   2. UCAS and Higher Education
   3. Types of courses/training available

➢ Work Experience
   1. List five (5) local companies you could contact with a view to completing work experience/community placement with them and write a letter asking for a placement (please do not send the letter yet!)

➢ Presentation
Discuss with your tutor at your first academic mentoring session with your tutor in September
   • Explain why you have chosen this career path and why you would be a suitable candidate (Approx 2 min)
   • Using your PowerPoint presentation, make an informative presentation about your chosen career (Approx 3 – 5 min)
   • Allow time for tutor questioning.

You may create a PowerPoint presentation if you wish, but consider other forms of visual presentation.

➢ Evidence
Produce a folder with the following evidence in and bring it to the first mentoring session with your tutor.

Contents:
   • The research about your chosen career
   • A copy of your PowerPoint presentation or other visual aid, as appropriate
   • An information sheet about your career choice and a list of five local companies that you could contact for a placement.
   • A letter of Application for Work Experience/Community Placement.
   • A bibliography, correctly referenced

# 1   Checklist

To complete this project you MUST:

| | | ✓ Checklist: |
|---|---|---|
| ➢ | Have a folder to put your project in with your name on it. | |
| 1. | Complete **Project Proposal** Sheet. | |
| 2. | **Gather research, highlight relevant information** and **place in your folder.** | |
| 3. | Place the **notes** you made in your folder | |
| 4 | Produce your **information sheet** including your bibliography.  This must be **word processed** and placed in your folder. | |
| 5. | **Produce** a Letter of Application for Community Placement/Work Experience | |
| 6. | **Produce** your **presentation** and put your notes and presentation etc into your folder. | |
| 7. | **Practice** your presentation | |
| 8. | Check all work is in your folder using this **checklist** ticking off as you go. | |
| 9. | Bring in your folder on <u>**or before Friday 15<sup>th</sup> September**</u> and show it to your tutor.  This can also be used to ensure that you have picked the right subjects. | |
| 10. | You will need to discuss the presentation with your tutor at your first mentoring session. Make sure you are prepared! | |

Hints & Tips:
   ➢  Use a **Dictionary** to find out unknown words (e.g. Remedial, Profitable Implementation)
   ➢  Use the **What is Research?** Sheet to help you get started.
   ➢  Use the **Making a Presentation - A Checklist** Sheet to help you.
   ➢  Use the **Referencing your Work** Sheet so you reference correctly.

# 2 Project Plan

GETTING STARTED

| Main Aim | Resources Required |
|---|---|
| | |

| Deadline | When do you intend to do the work? |
|---|---|
| | |

| Expectations – evidence that will show you have been successful with this task. |
|---|
| Successful work will… |
| Less successful work will… |

## 3      What is research?

One of the definitions of research is "the quest for knowledge, data and truth".
It doesn't matter what you are doing you are always on a quest.

Research rarely follows a plan or goes the way you want it. It can involve some repetition of the steps, as well as moving away to follow different branches of research.  This is why your research will always take longer than expected.

## How to begin

Determine your strategy by identifying the                                  main keywords in your topic.  For example, if your career path is:

**Teaching**
**qualifications needed?**

Skills and qualities etc?

**Consider:**

**how much** information you need, e.g. if you are writing a major essay or a coursework assignment, or preparing for a short presentation you will need to do different amounts of research.

**the type and format,** e.g. journal articles, information from the internet and books.

**Detail:**  Will you go into every point in lots of detail or give an outline and than come back to it or maybe just concentrate on a few points and mention the rest.

TIPS: Find background information – Encyclopaedias, books, statistics journals, the internet and ask year 13 students.

## Encyclopaedias and Books

Encyclopaedias contain definitions and information. Books often summarise previous research and give you the names of prominent people in your subject area. Encyclopaedias and books include bibliographies which are a list of references to other books that the researcher has used. Find statistics if you need them.

### What are Journals?
Journals are publications issued on a regular basis, e.g. weekly, monthly, or quarterly. Serials, periodicals and magazines are all forms of journals.

### Why use journals?
1. Use journals to find up to date information e.g. reports on recent research.
2. Information that is more focussed on your topic and is more specific.
Coventry University Library may subscribe to many journals and be able to give you more information

## Find information on the Internet

Searching the Web

Use a Web search engine such as Google
Type in a URL to go directly to a known Web site. Ensure you keep a copy of the web address so you can reference it later on.
Beware internet data might not be relevant, appropriate or could be biased.  Remember to consider reliability and validating of the data!

# 4   Referencing your work

In all essays and in your coursework/projects you will be asked to write a bibliography. A bibliography is a list of all the sources you have used in order to complete your coursework (from Biblios = book and Graphos = to write).  The bibliography tells your teacher and the examiner what information you have used. It shows that you have used a wide range of sources and that you have acknowledged the work of the other people that have helped you with your coursework.

- ▪ **A biblography is always found at the end of your work**

The bibliography should contain **any resources** you have used for your coursework. This includes books, articles, videos, CD-ROMs, the internet, TV programmes, magazines or newspapers. You should have a separate page at the end of your project entitled 'Bibliography'.

## Things to Remember
- ▪ The date of publication always follows the author's surname
- ▪ Always be consistent

## Reference Elements

### Books
- Author(s)/editor(s)
- initials
- year of publication (in brackets)
- **title of book (in bold type)**
- Edition, if not the first
- Number of volumes, if more than one
- place of publication
- publisher

## Examples:

Tracy, E. (2002)  **The student's guide to exam success**.  Buckingham: Open University Press.

Myers, N. (1984)  **The primary source: tropical forests and our future**.  New York: W.W. Norton

## Web Sites

- Author or Corporate Author (author usually appears at the bottom of the page)
- Date of Publication (if no date given put no date as shown below)
- Title
- Medium e.g. online to be put in square brackets
- Place of Publication
- Publisher
- URL
- Date Accessed e.g. date you looked at the site.

## Example:

Stevens, S. (No date).  **i-cite Guide to Citing References** [online].  Birmingham: Birmingham University.  Available from http://www.i-cite.bham.ac.uk [Accessed 6th February 2006].

# 5   Making a Presentation – A Checklist!

## Preparation:

- Your presentation should be clear and focused

- Prepare structure of talk carefully and logically

- What are the aims of the presentation?

- What are the main points you want to make?

- Write out presentation in rough – like a first draft of a written report

- Check the draft – a few times

- Practice your presentation in front of people

## Visual Aids:

Visual aids help to make your presentation more interesting. They must be relevant to what you want to say.

Some visual aids you could use:

- Computer PowerPoint

- Video/film

- Real objects

- Flipchart

## Keep it simple:

- Make sure you know how to operate equipment

- Always check your slides – for layout/spelling mistakes

- Try to limit words per slide to a maximum of 10. Use a good size type font and a type that people can easily read.

## Make the presentation:

- Greet the audience. For example, "Good morning everyone". Tell them who you are

- Tell the audience what you are going to tell them

- Make the presentation

- At the end tell them what you have told them!

- Keep to the time allowed. Keep it short. Its better to under run then over run.

- Stick to the planned presentation. Don't wander off the point you want to make

At the end of your presentation ask if there are any questions.

## Delivery of presentation:

- Speak clearly

- Don't rush or talk deliberately slowly

- If you make a mistake – laugh it off – don't worry!

- Pause at key points. This shows the importance of a particular point you are making

- Make sure your body language (body movements) is appropriate. For example, use your hands to emphasis points.

- Look at the audience as much as possible but don't stare at one person

- Don't turn your back to the audience or talk to your visual aids

- Don't get in the way of your visual aids

- Avoid moving about too much

- Point to the PowerPoint screen when making a point.

- ENJOY YOUR PRESENTATION!

## 6   Bibliography Sheet

Name: _____  Tutor Group: _____

| RESOURCE | SOURCE NAME |
|---|---|
| Books | |
| Articles | |
| Internet | (e.g. www.wikipedia.com) |
| Magazines | |

| | |
|---|---|
| Newspapers | (e.g. The Guardian) |
| Other | (e.g. The Guardian) |

# 7 Self-Evaluation of Project – Getting Useful Feedback

You need to complete the following section **reflecting** on your performance in this research project.

## Name:

GETTING USEFUL FEEDBACK – Student to complete

**Success – What did you feel went well and why?**

**Challenges – What did you find particularly challenging about this project?**

**Improvements -  How do you think you could have improved this project?**

**To help next years, Year 11 who are undertaking this project, give two points that you think would help them achieve success!**

➢

➢