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OHA Student & Parent Guide

What is Unifrog?

Unifrog is a one-stop-shop where students can easily explore their interests, then find and successfully apply for their next best step after school.

Unifrog will help you to explore your key interests and what career paths you can take to reach your goals!

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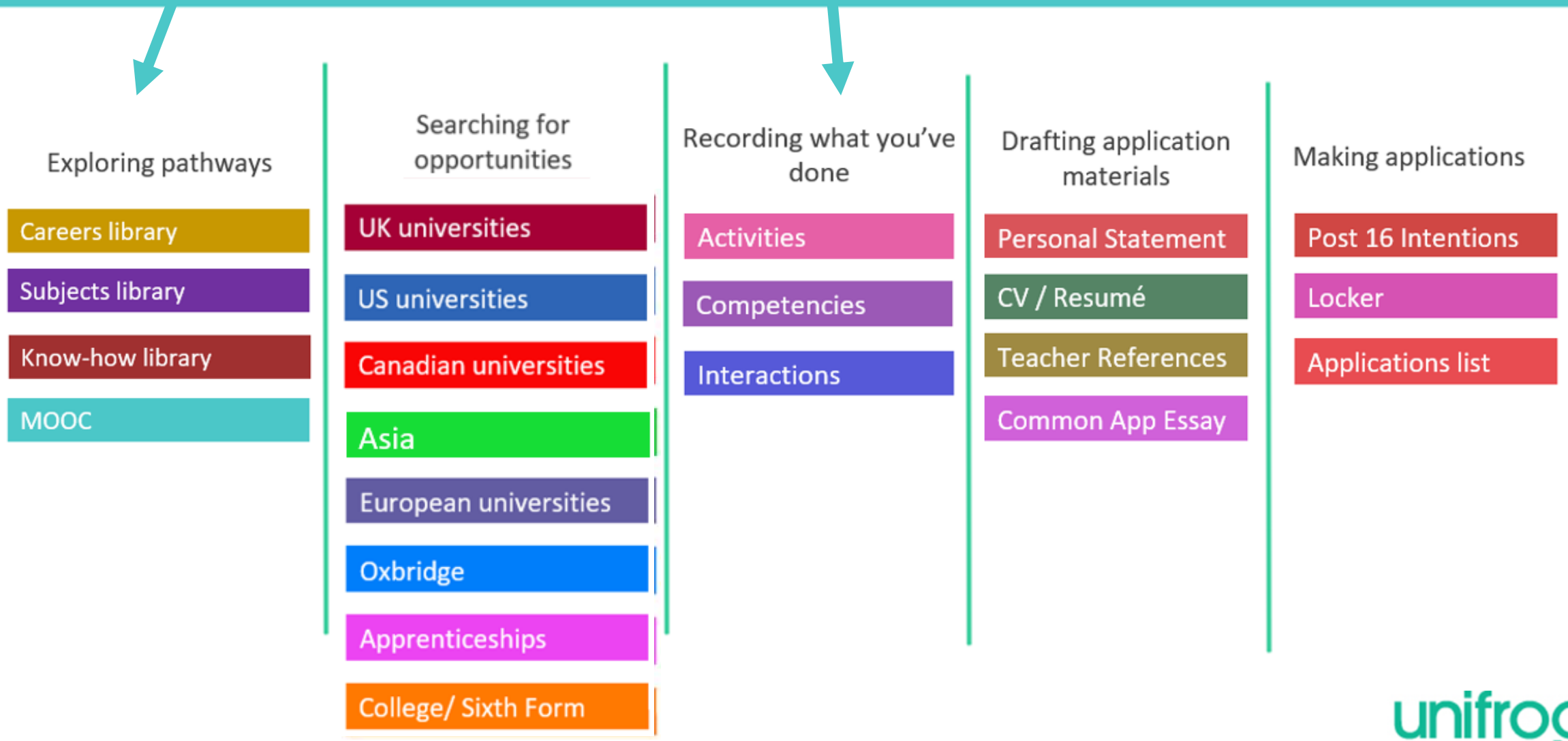
The Unifrog Tools in KS3



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1) Exploring pathways

Use the tools in the *Exploring pathways* section to do some research into the options available to you after school.

Our Tools:

- Careers library
- Subjects library
- Know-how library
- MOOC

* Click the text boxes above to take you to these *Exploring pathways* tools.

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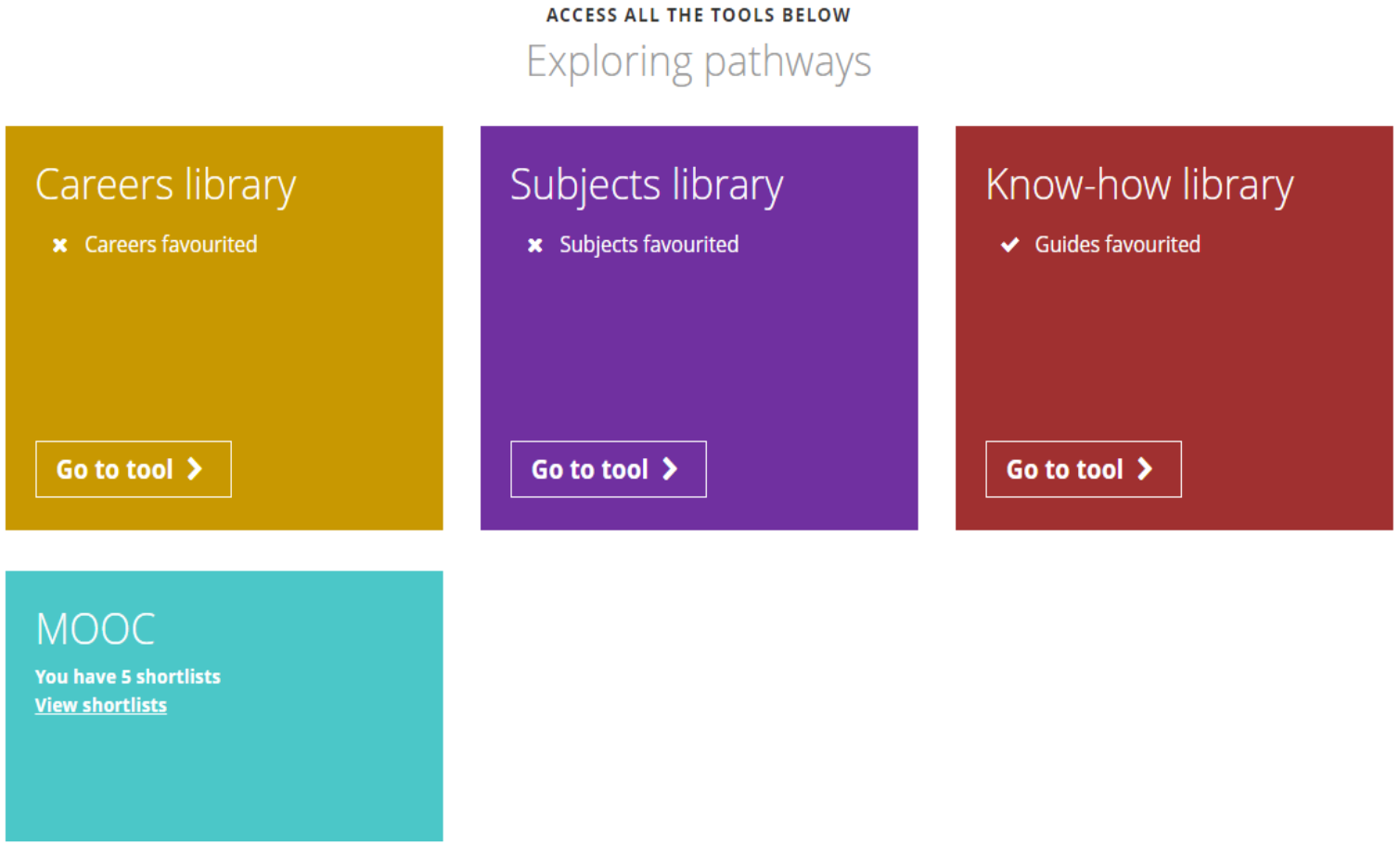
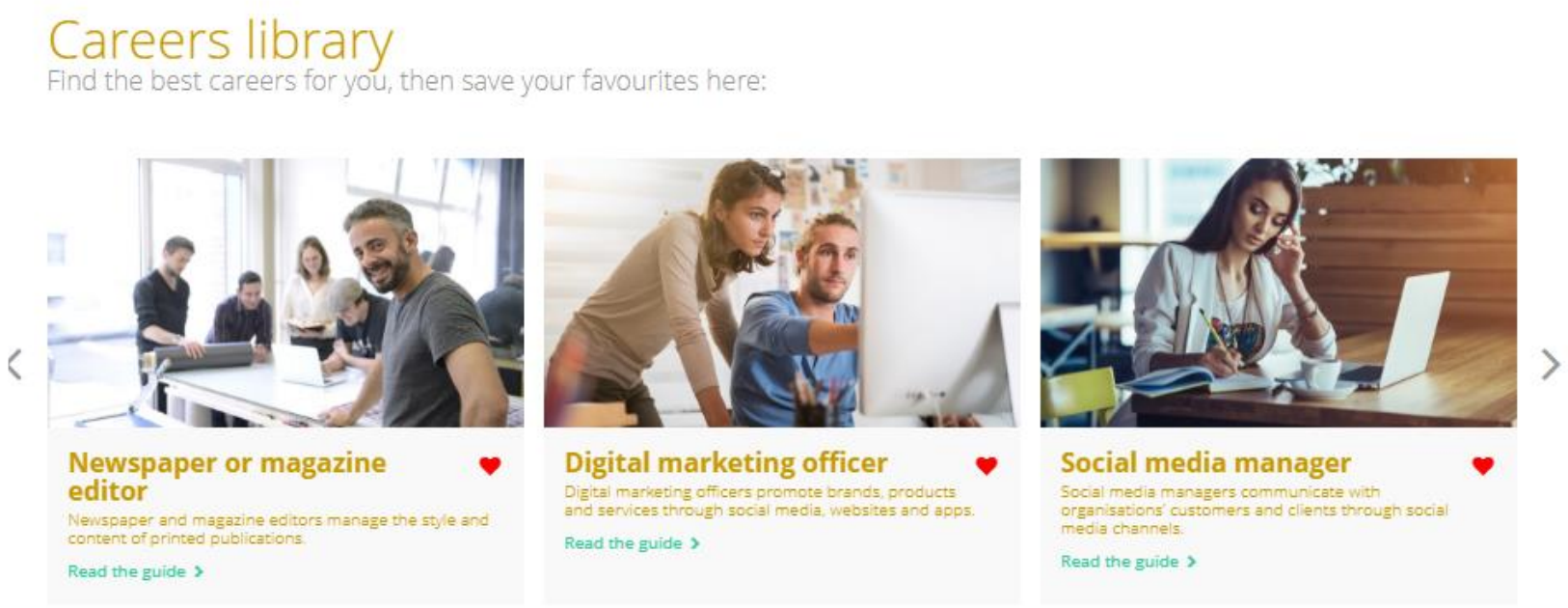
Careers library

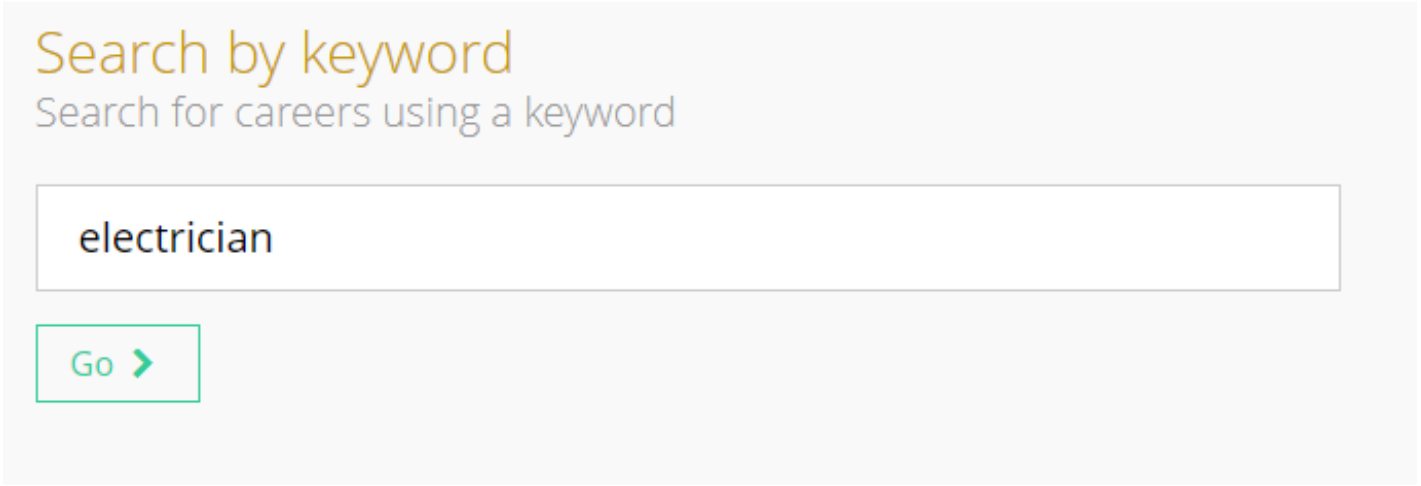
From the student dashboard at unifrog.org/student/home, click ‘Go to tool’ on the **Careers library** box.



More than 800 job profiles are featured on the careers library! Your favourites will be stored at the top of the page, for easy access.



Use the smart searching options on the library homepage to access and explore different career profiles suited to your particular needs and interests.



First of all you can search by a keyword using the text box provided.

By career area

- Administrative and clerical
- Alternative therapies
- Animals, plants and land
- Arts, crafts and design
- Catering services
- Construction
- Education and training
- Environmental sciences
- Financial services
- General and personal services
- Information technology and information management
- Legal services
- Maintenance, service and repair
- Management and planning
- Manufacturing and engineering
- Marketing, selling and advertising
- Medical technology
- Medicine and nursing
- Performing arts, broadcast and media
- Publishing and journalism
- Retail sales and customer service
- Science and research
- Security and uniformed services
- Social services
- Sport, leisure and tourism
- Storage, dispatching and delivery
- Transport

You can also search by a particular career area you are interested in finding out more information about e.g. Legal services or Publishing and Journalism.

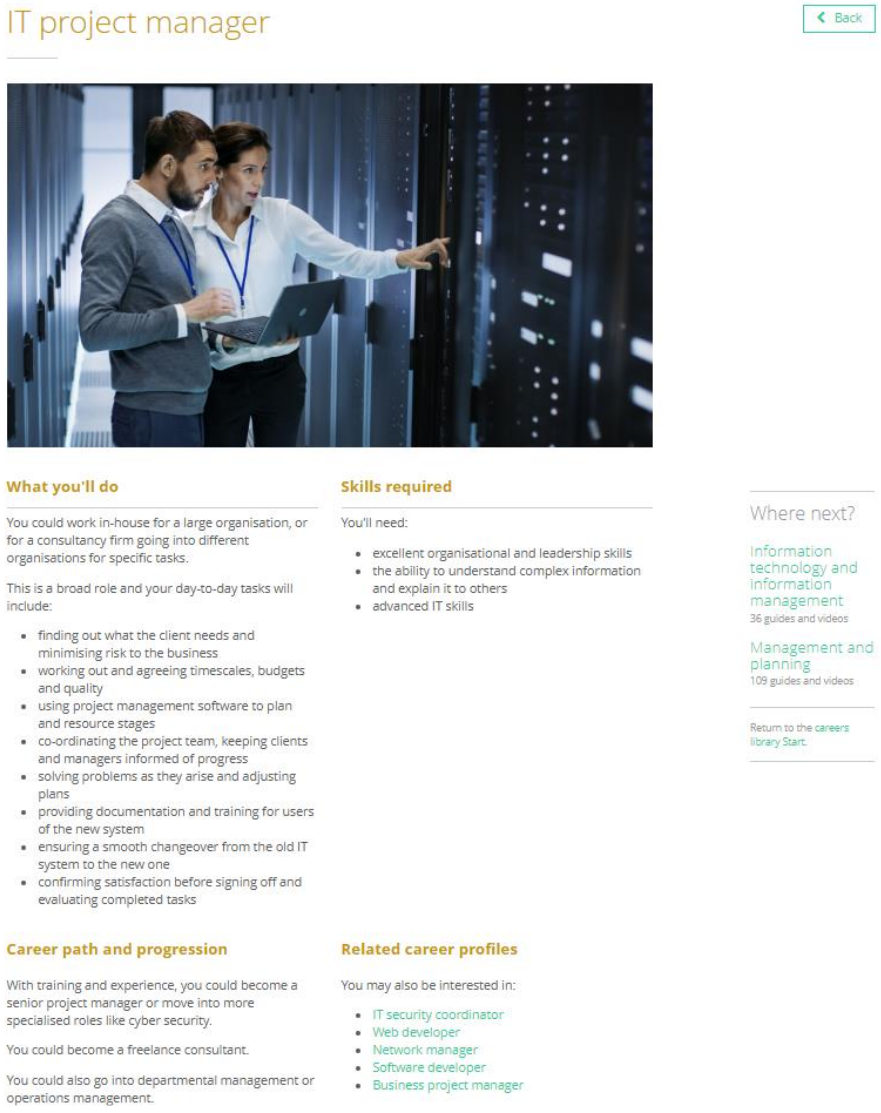
By subject

- Art
- Biology
- Business studies
- Chemistry
- Chinese
- Classical languages and studies
- Computing
- Creative writing
- Dance
- Design tech and graphical design
- Drama
- Economics
- Engineering
- English
- Film and photography
- French
- Geography
- German
- History
- Italian
- Japanese
- Law
- Leisure and Tourism
- Maths
- Media studies
- Middle eastern languages
- Music
- Philosophy
- Physics
- Politics
- Portuguese
- Psychology
- Russian
- Scandinavian languages
- Spanish
- Sport science
- Statistics
- Theology

Searching ‘By subject’ will allow you to explore careers in a subject you may find particularly interesting at school or are considering taking at university.

Each guide contains a career summary, followed by information on areas such as earning potential, future job prospects, day-to-day responsibilities, and what exactly you'll need to get there.

Make sure you scroll down the page to find out lots more great information!



IT project manager

Back

What you'll do

You could work in-house for a large organisation, or for a consultancy firm going into different organisations for specific tasks.

This is a broad role and your day-to-day tasks will include:

- finding out what the client needs and minimising risk to the business
- working out and agreeing timescales, budgets and quality
- using project management software to plan and resource stages
- co-ordinating the project team, keeping clients and managers informed of progress
- solving problems as they arise and adjusting plans
- providing documentation and training for users of the new system
- ensuring a smooth changeover from the old IT system to the new one
- confirming satisfaction before signing off and evaluating completed tasks

Skills required

You'll need:

- excellent organisational and leadership skills
- the ability to understand complex information and explain it to others
- advanced IT skills

Career path and progression

With training and experience, you could become a senior project manager or move into more specialised roles like cyber security.

You could become a freelance consultant.

You could also go into departmental management or operations management.

Related career profiles

You may also be interested in:

- IT security coordinator
- Web developer
- Network manager
- Software developer
- Business project manager

Where next?

Information technology and information management
36 guides and videos

Management and planning
109 guides and videos

Return to the careers library Start.

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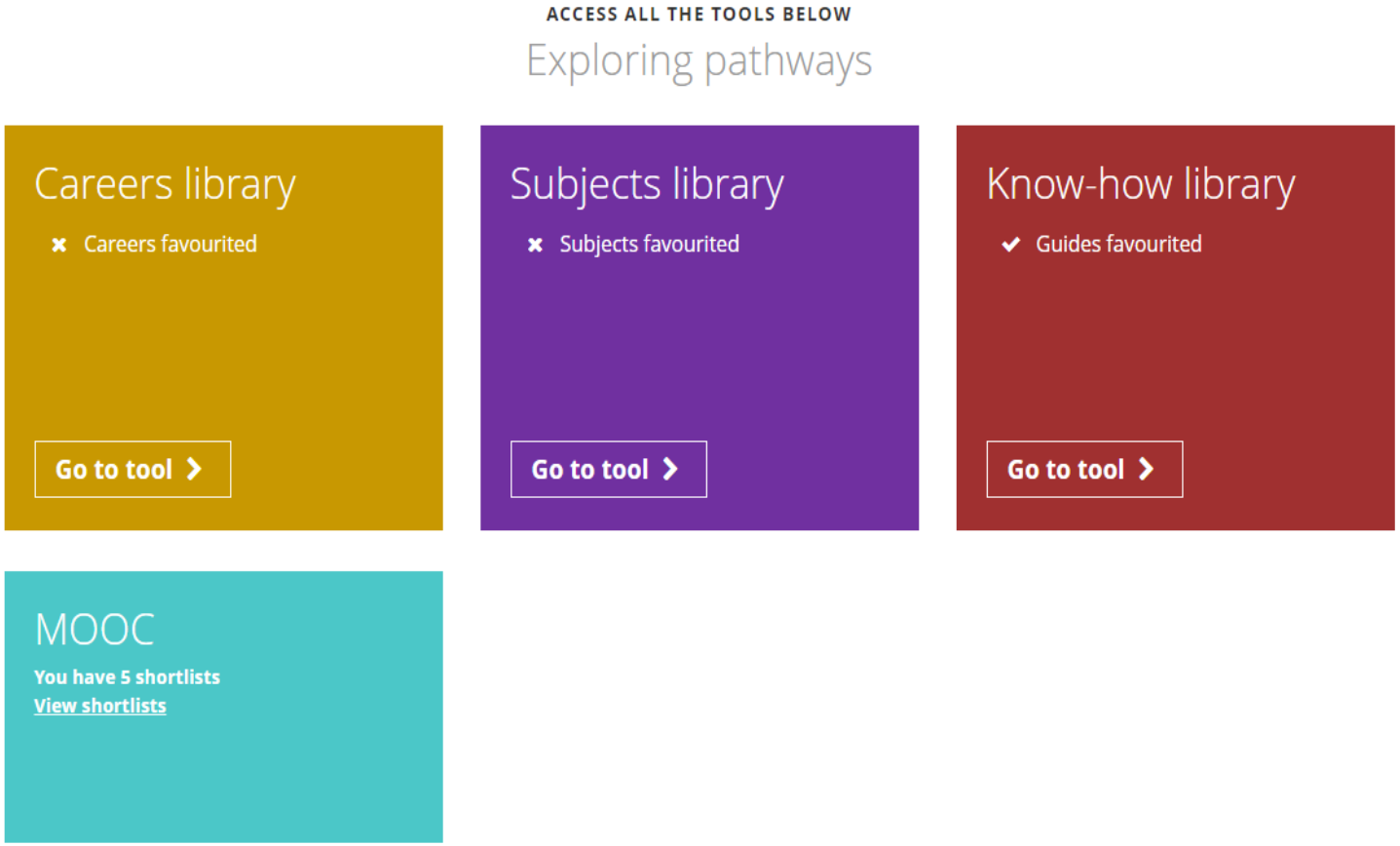
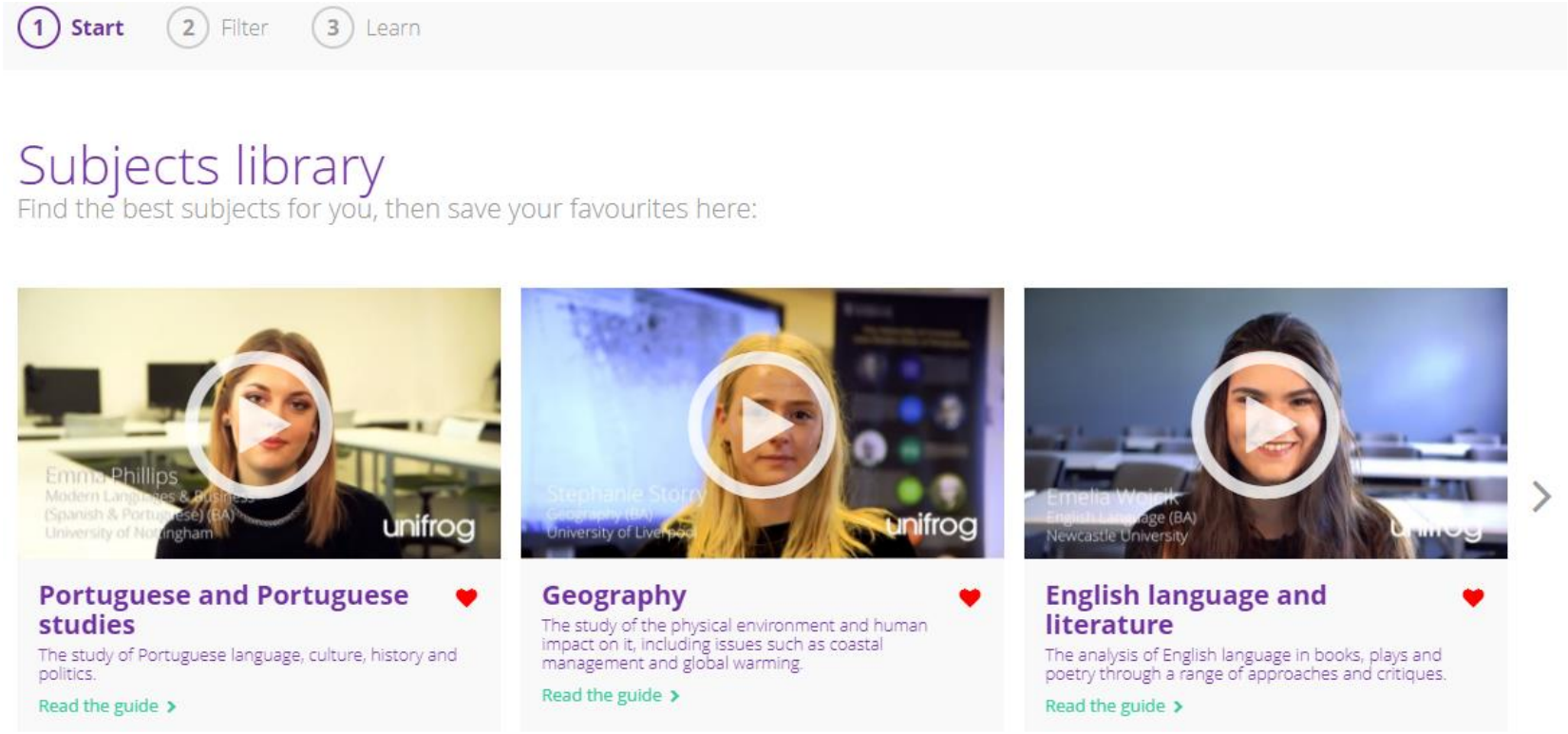
Subjects library

From the student dashboard at unifrog.org/student/home, click ‘Go to tool’ on the **Subjects library** box.



More than 100 subject profiles are featured in the subjects library!

You can store your favourites at the top of the library for easy access.



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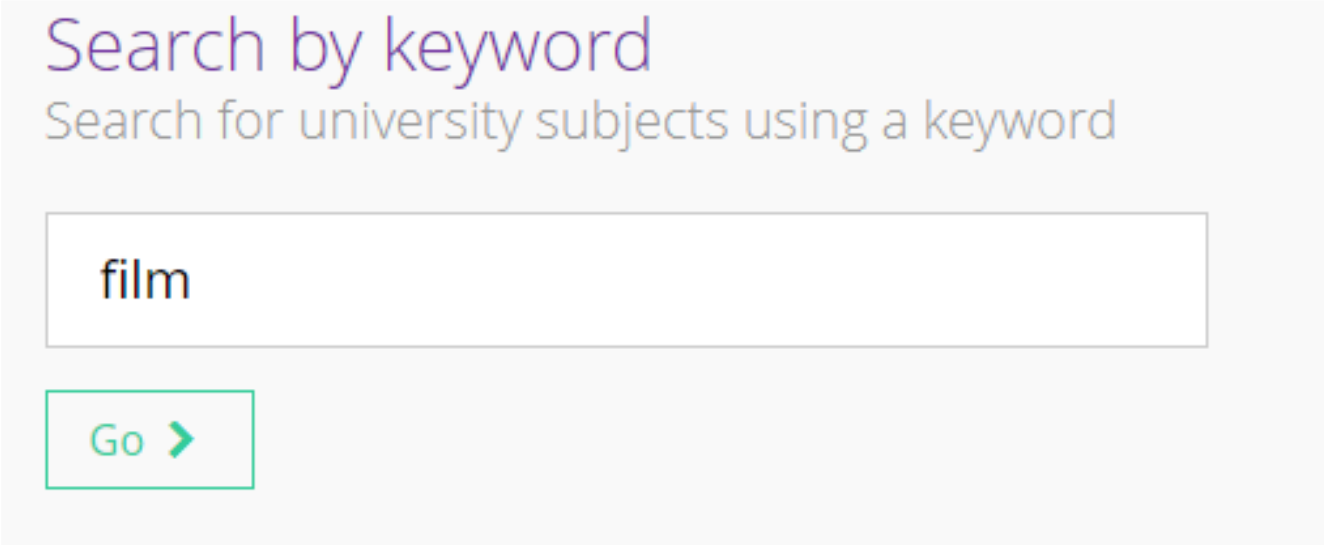
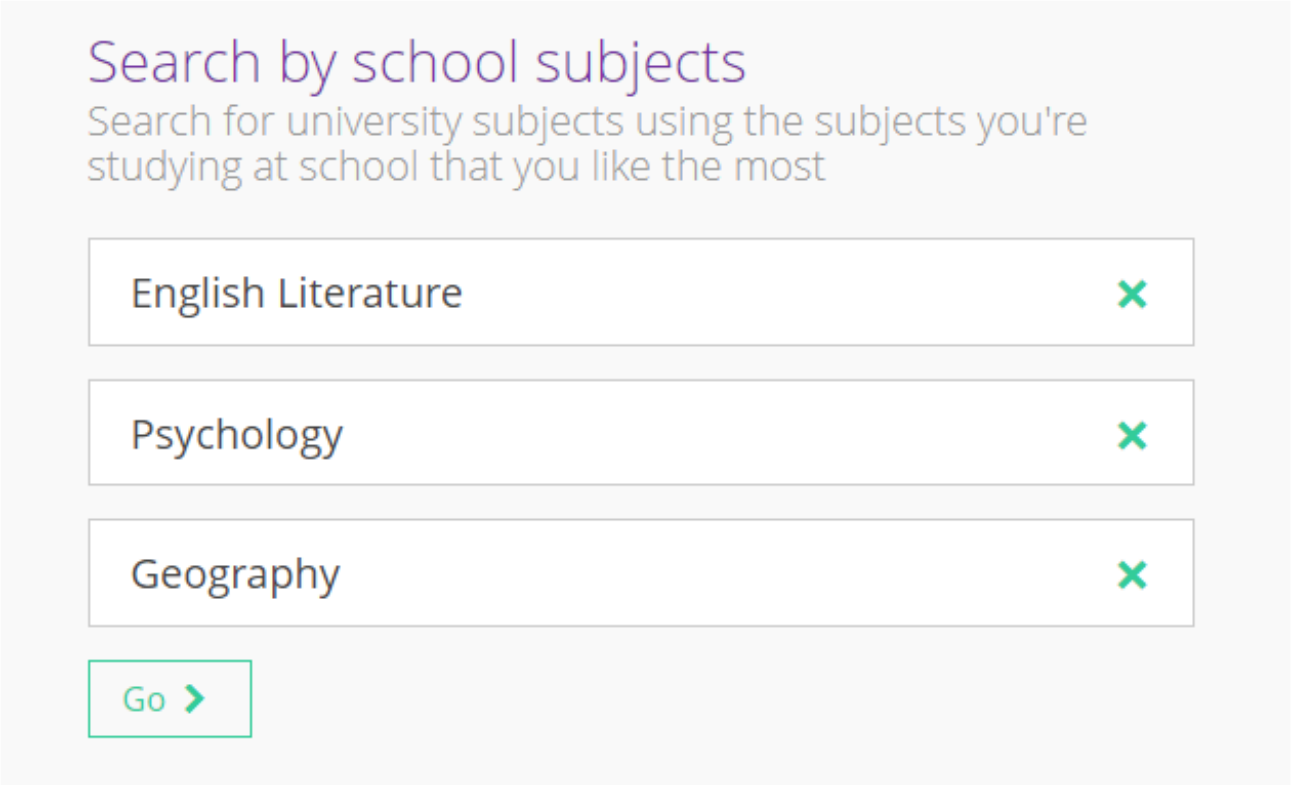


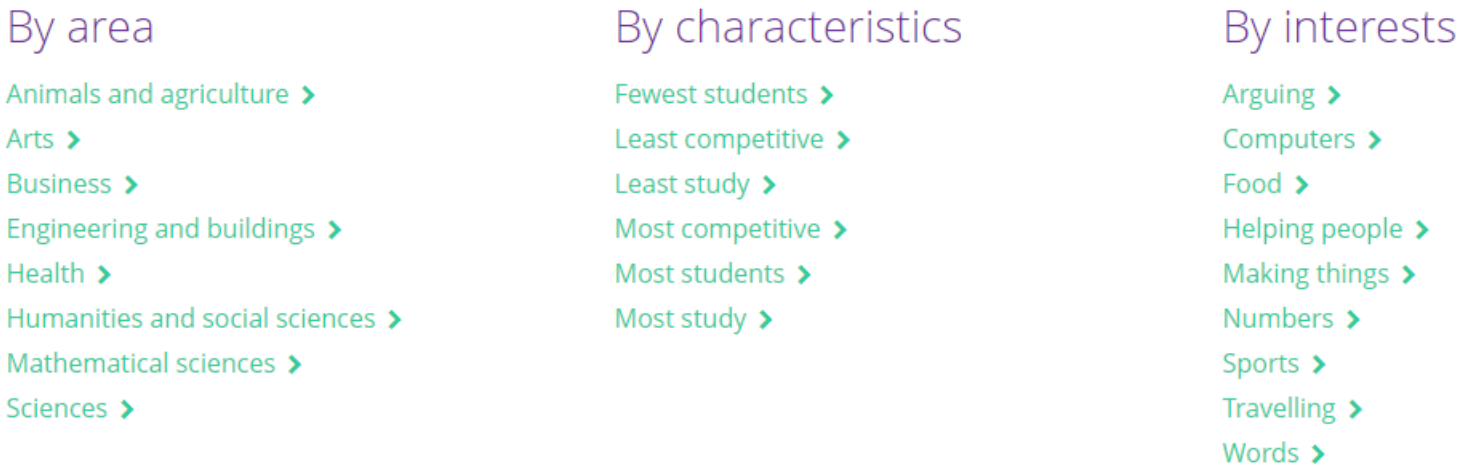
First of all you can search by a keyword using the text box provided.

You can also search by your favourite subjects you take at school. This will show you university subjects which students who did the same subjects at school as you went on to do at university.



You also have the option to search by a particular area you are interested in.

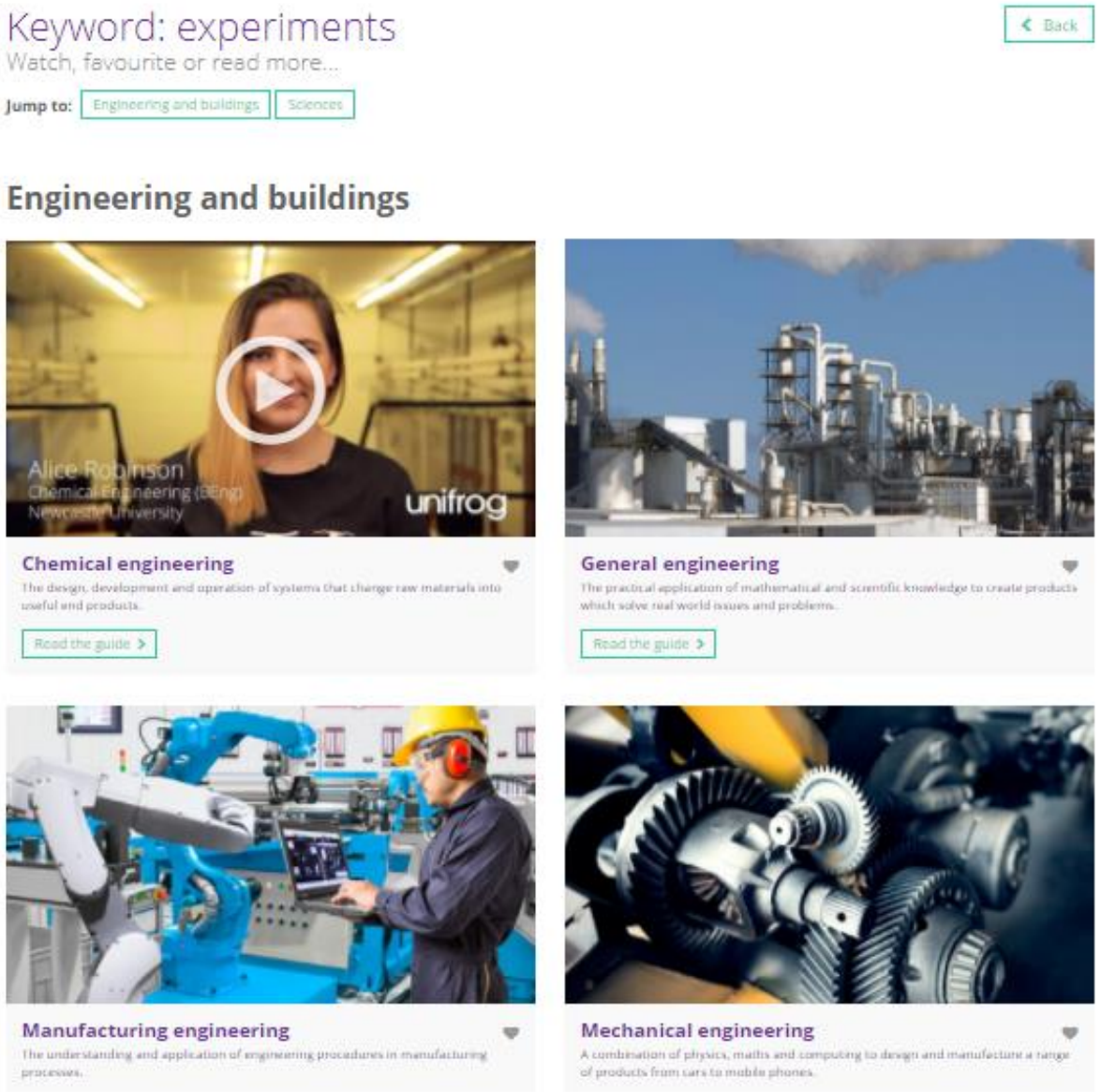
E.g. ‘Arts’, a characteristic of the course such as ‘Least students’, or something which interests you such as ‘Food’.



Searching by keyword, characteristic or interest will show you different subject areas that are relevant to you.

You can jump between subject areas using the buttons at the top of the screen.

Specific university subjects will feature underneath each subject area.



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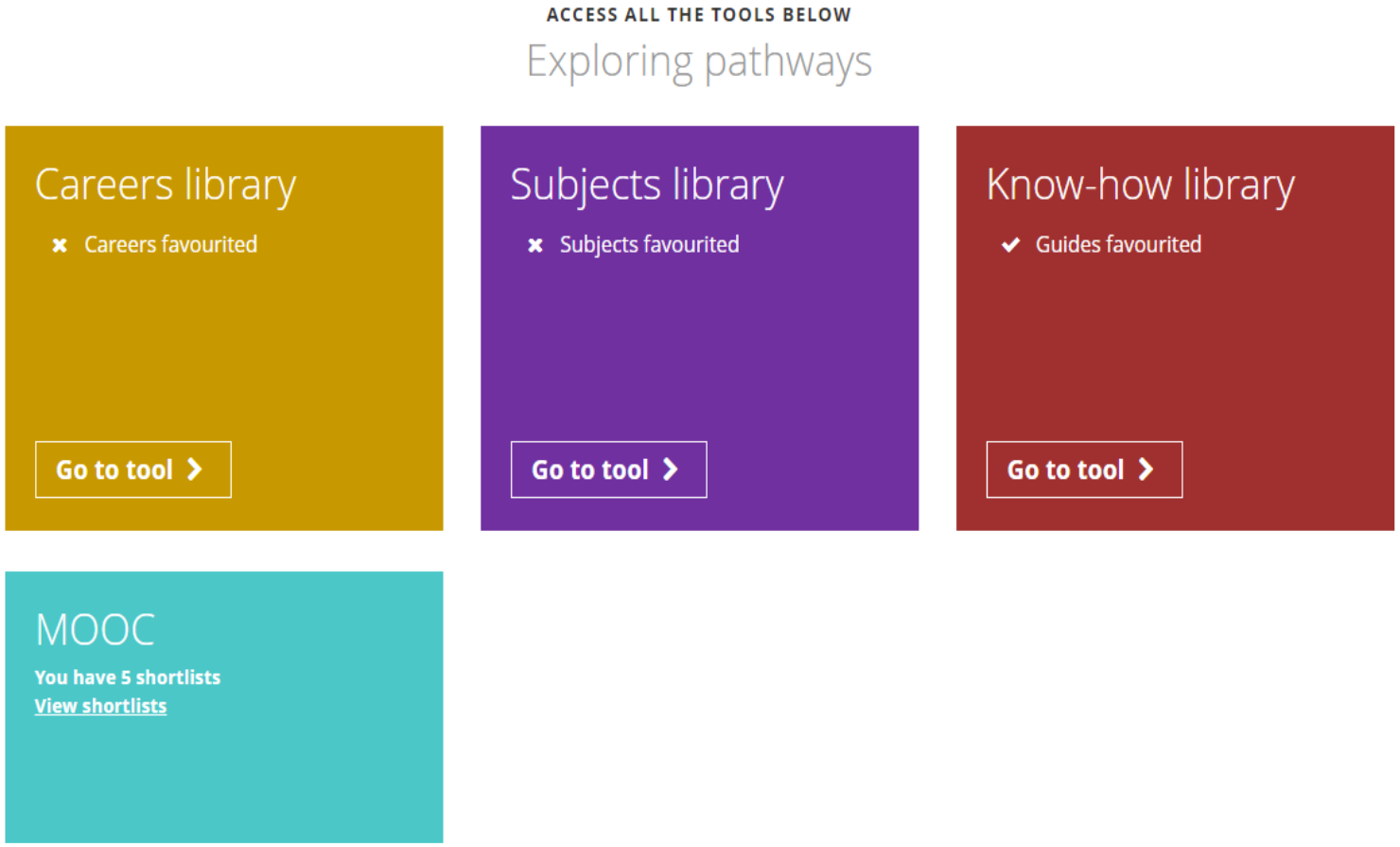
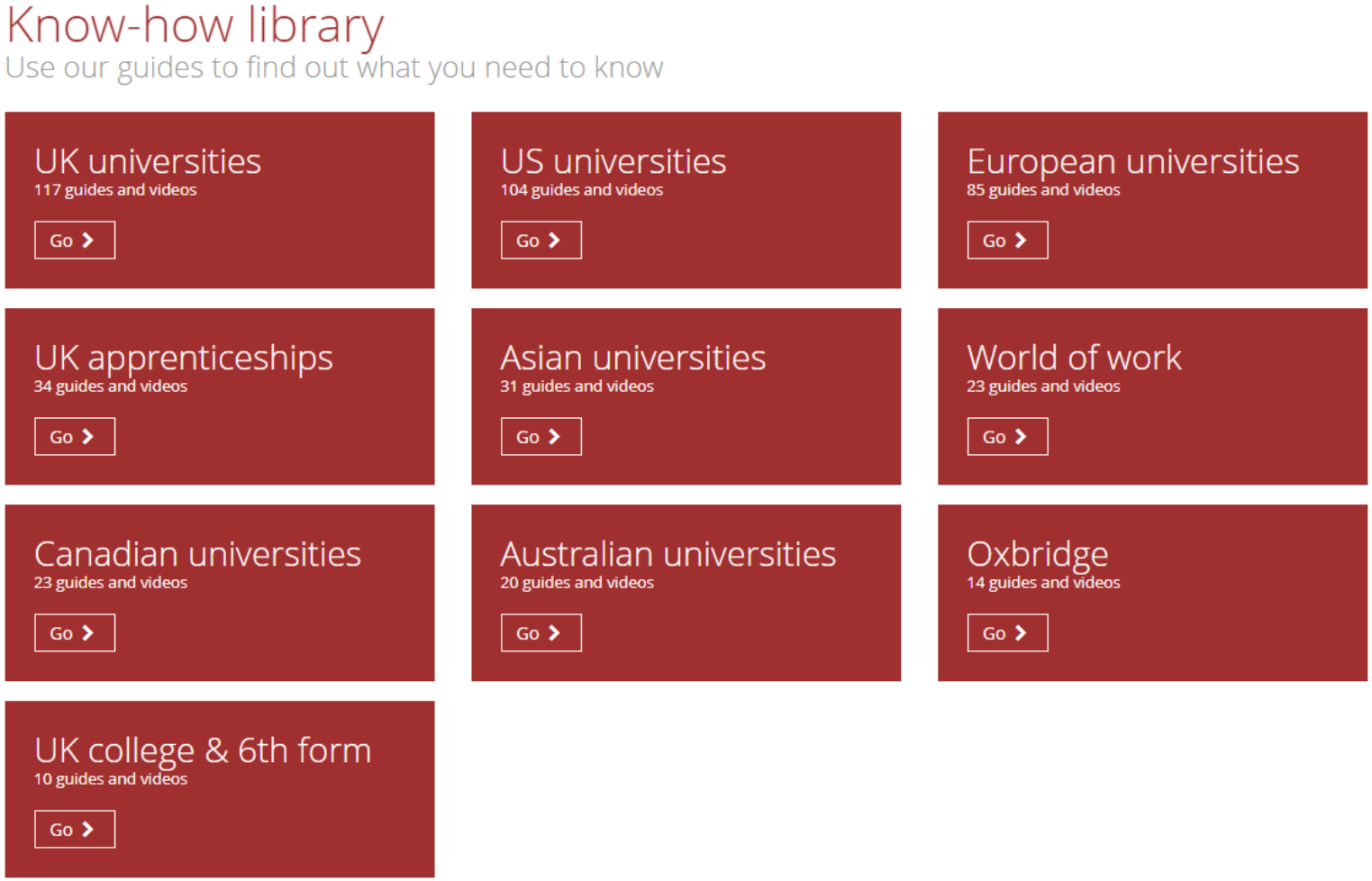
Know-how Library

From the student dashboard at unifrog.org/student/home, click ‘Go to tool’ on the **Know-how Library** box.

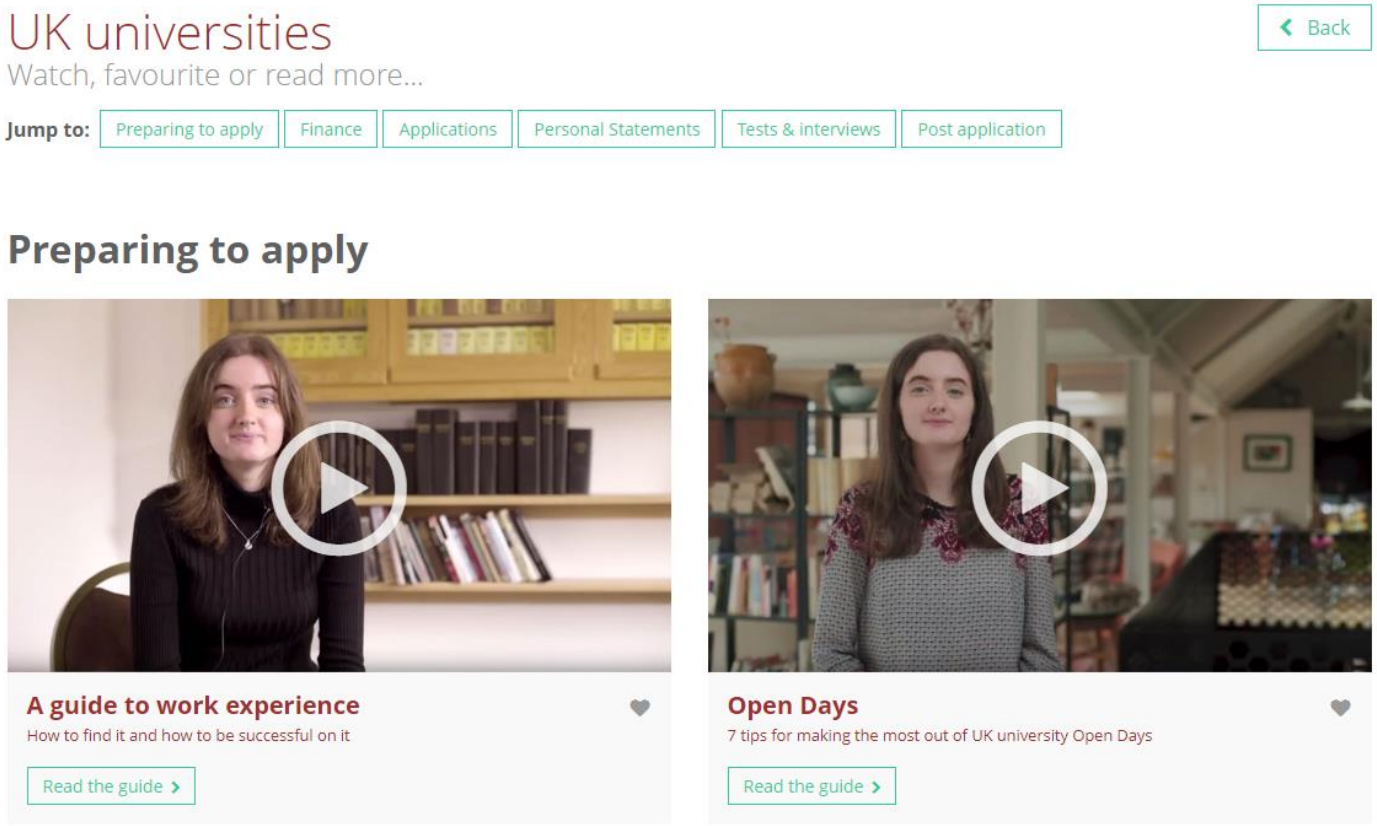


There are hundreds of guides and videos within the library, stored across different categories, with each relating to different pathways. Click ‘Go’ on whichever category you would like to explore.



Your selection will return several related sub-categories which allow for quick and targeted research.

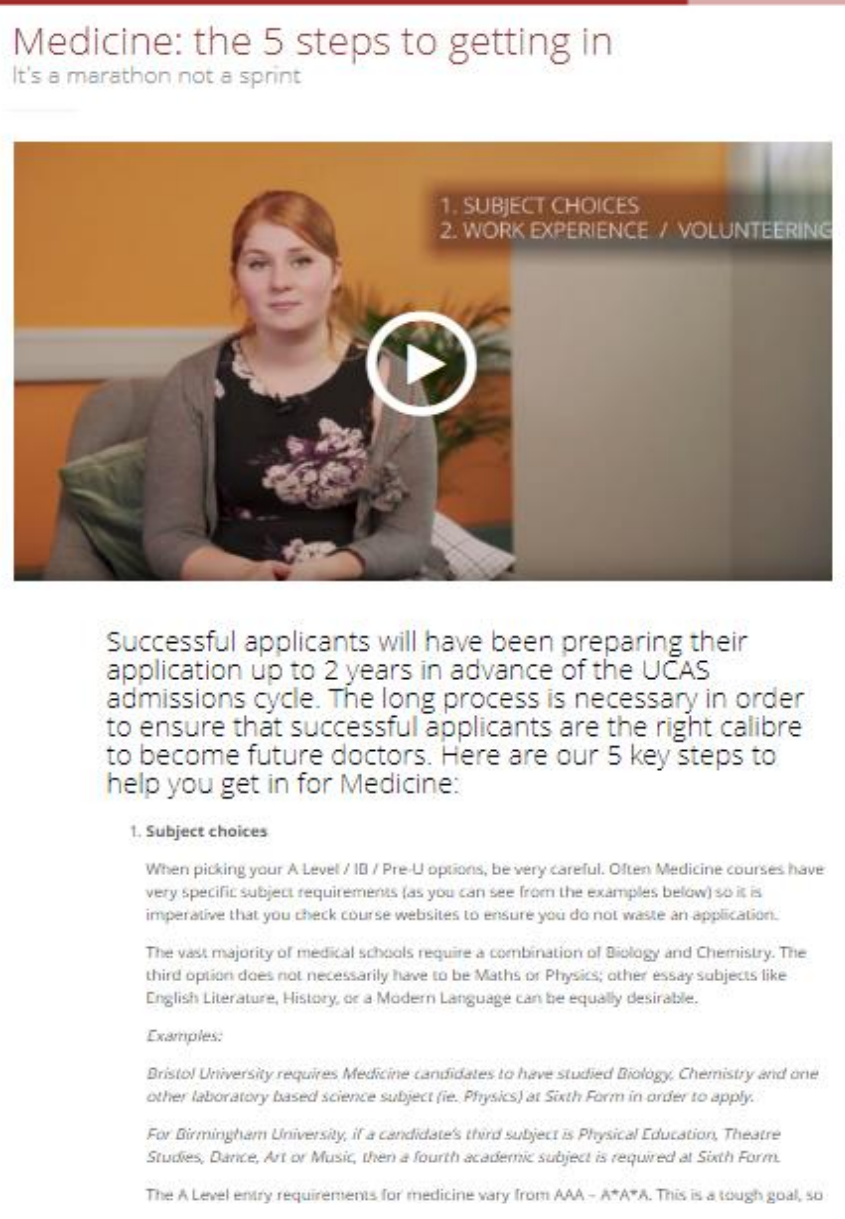
Specific information related to each sub-category will feature underneath each sub-heading. To find out more about these particular topics, click ‘Read the guide’.



Each guide contains a wealth of information on your chosen topic.

You will find plenty of tips, advice and useful statistics to help you to successfully prepare and apply for your chosen pathway.

Many guides feature useful videos for further insight.



Medicine: the 5 steps to getting in

It's a marathon not a sprint

Successful applicants will have been preparing their application up to 2 years in advance of the UCAS admissions cycle. The long process is necessary in order to ensure that successful applicants are the right calibre to become future doctors. Here are our 5 key steps to help you get in for Medicine:

1. **Subject choices**

When picking your A Level / IB / Pre-U options, be very careful. Often Medicine courses have very specific subject requirements (as you can see from the examples below) so it is imperative that you check course websites to ensure you do not waste an application.

The vast majority of medical schools require a combination of Biology and Chemistry. The third option does not necessarily have to be Maths or Physics; other essay subjects like English Literature, History, or a Modern Language can be equally desirable.

Examples:

Bristol University requires Medicine candidates to have studied Biology, Chemistry and one other laboratory based science subject (ie. Physics) at Sixth Form in order to apply.

For Birmingham University, if a candidate's third subject is Physical Education, Theatre Studies, Dance, Art or Music, then a fourth academic subject is required at Sixth Form.

The A Level entry requirements for medicine vary from AAA – A*A*A. This is a tough goal, so

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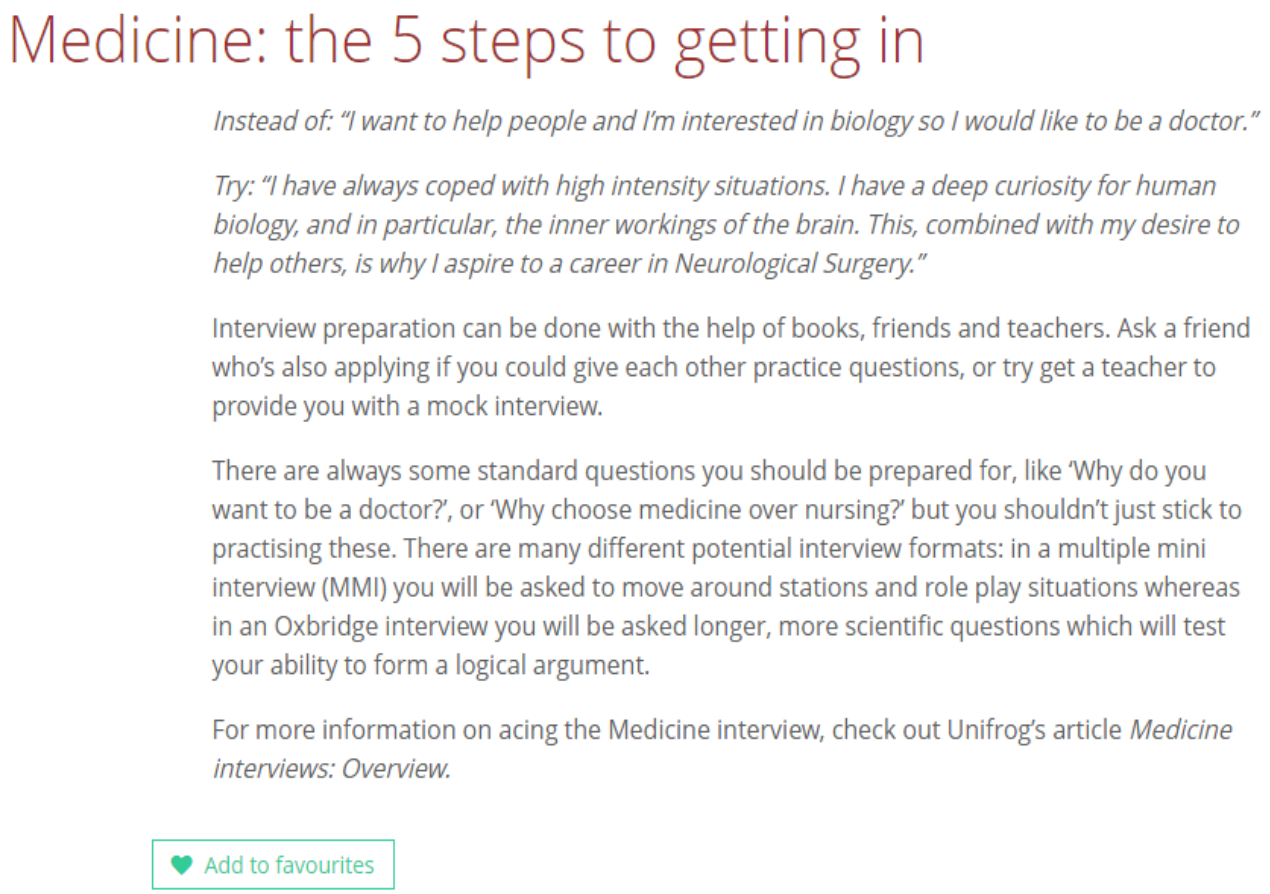
At the bottom of each guide, there is an option to add it to your favourites, so that it can be easily retrieved for future reference.



Medicine: the 5 steps to getting in

Instead of: "I want to help people and I'm interested in biology so I would like to be a doctor."

Try: "I have always coped with high intensity situations. I have a deep curiosity for human biology, and in particular, the inner workings of the brain. This, combined with my desire to help others, is why I aspire to a career in Neurological Surgery."

Interview preparation can be done with the help of books, friends and teachers. Ask a friend who's also applying if you could give each other practice questions, or try get a teacher to provide you with a mock interview.

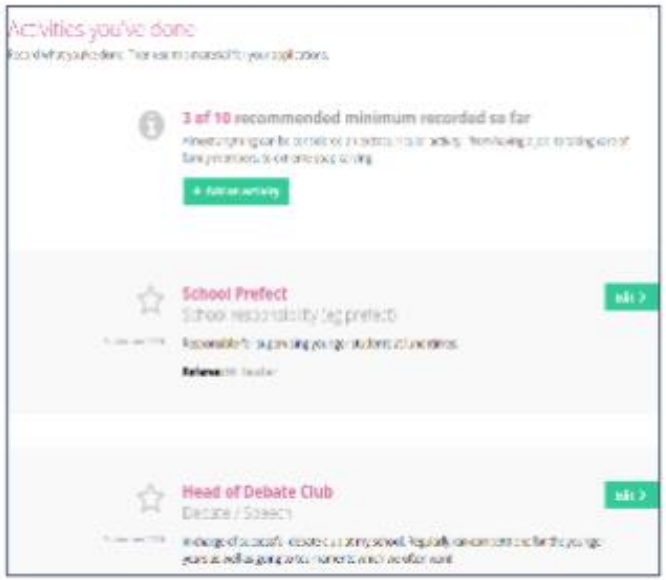
There are always some standard questions you should be prepared for, like 'Why do you want to be a doctor?', or 'Why choose medicine over nursing?' but you shouldn't just stick to practising these. There are many different potential interview formats: in a multiple mini interview (MMI) you will be asked to move around stations and role play situations whereas in an Oxbridge interview you will be asked longer, more scientific questions which will test your ability to form a logical argument.

For more information on acing the Medicine interview, check out Unifrog's article *Medicine interviews: Overview.*

♥ Add to favourites

2) Recording what you have done

Use the tools in this section to get *Recording what you have done*, using guidance and examples and preparing yourself for making applications.



Our Tools:

Activities

Competencies

Interactions

* Click the text boxes above to take you to these *Recording what you have done* tools.

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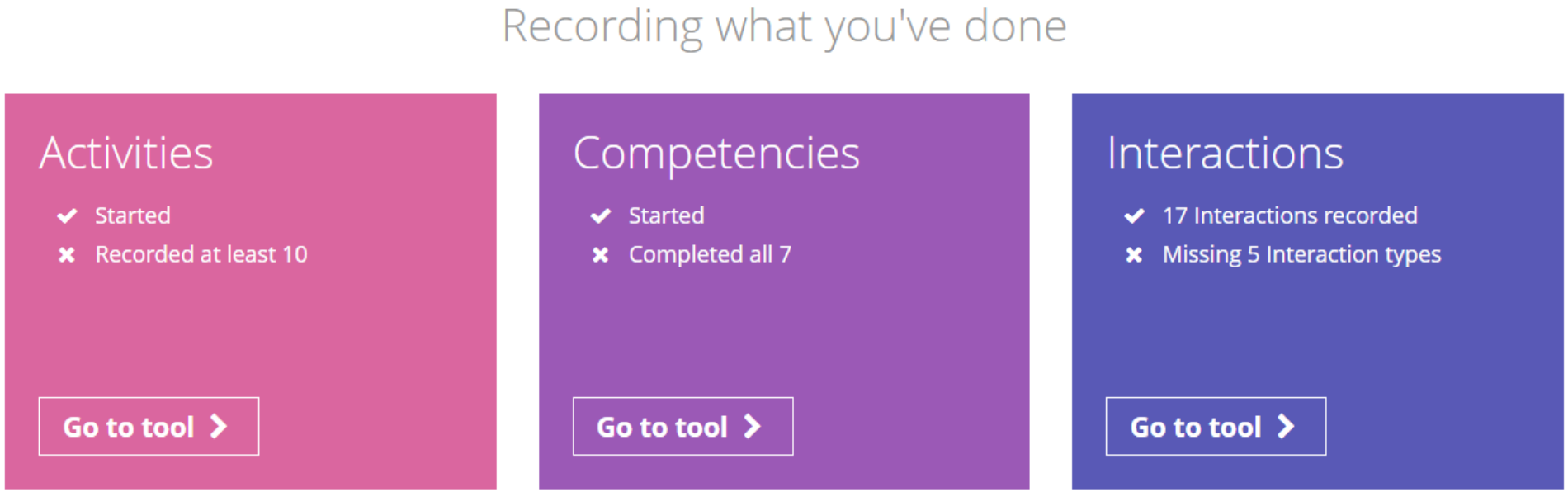
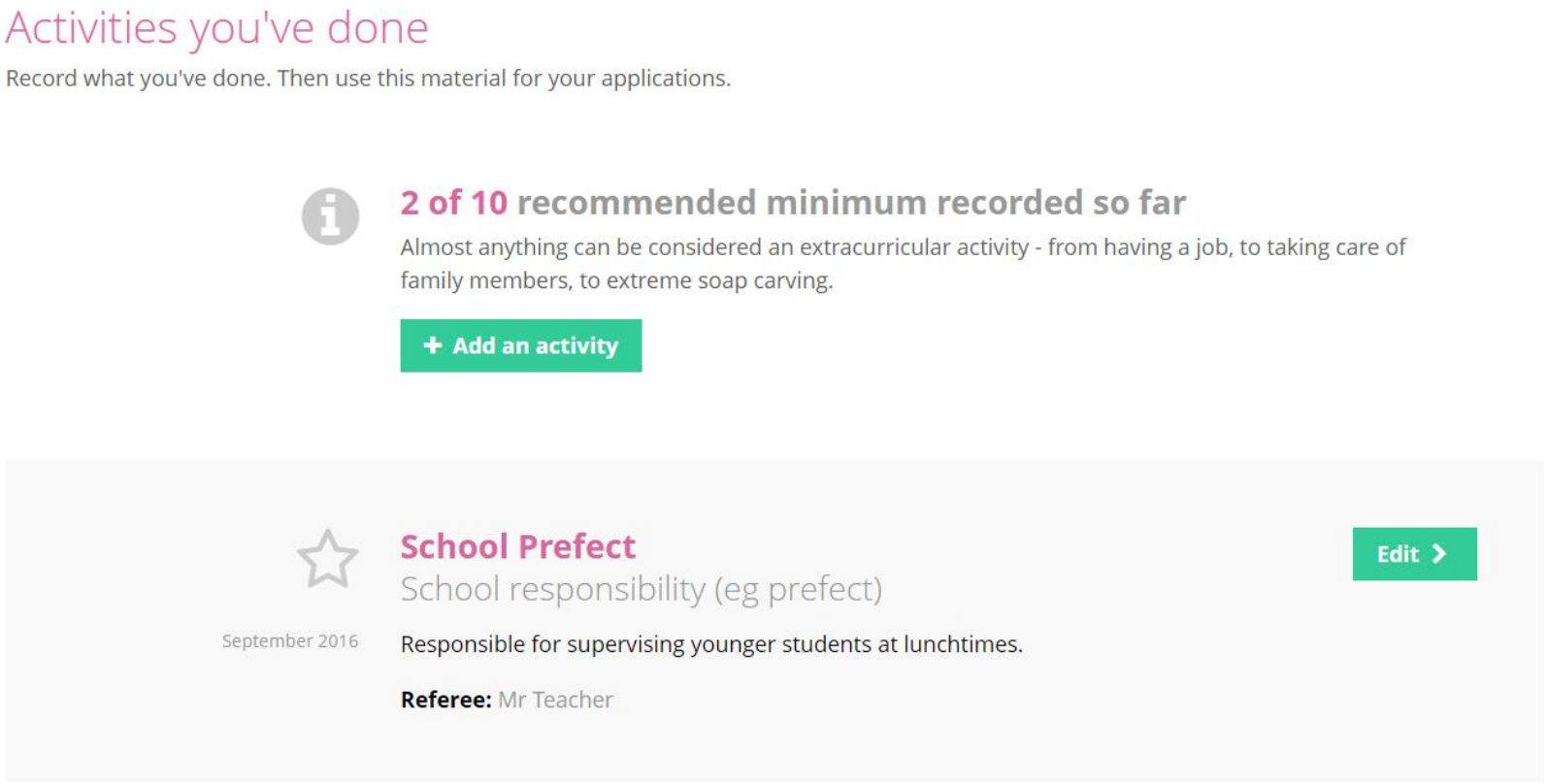
Activities



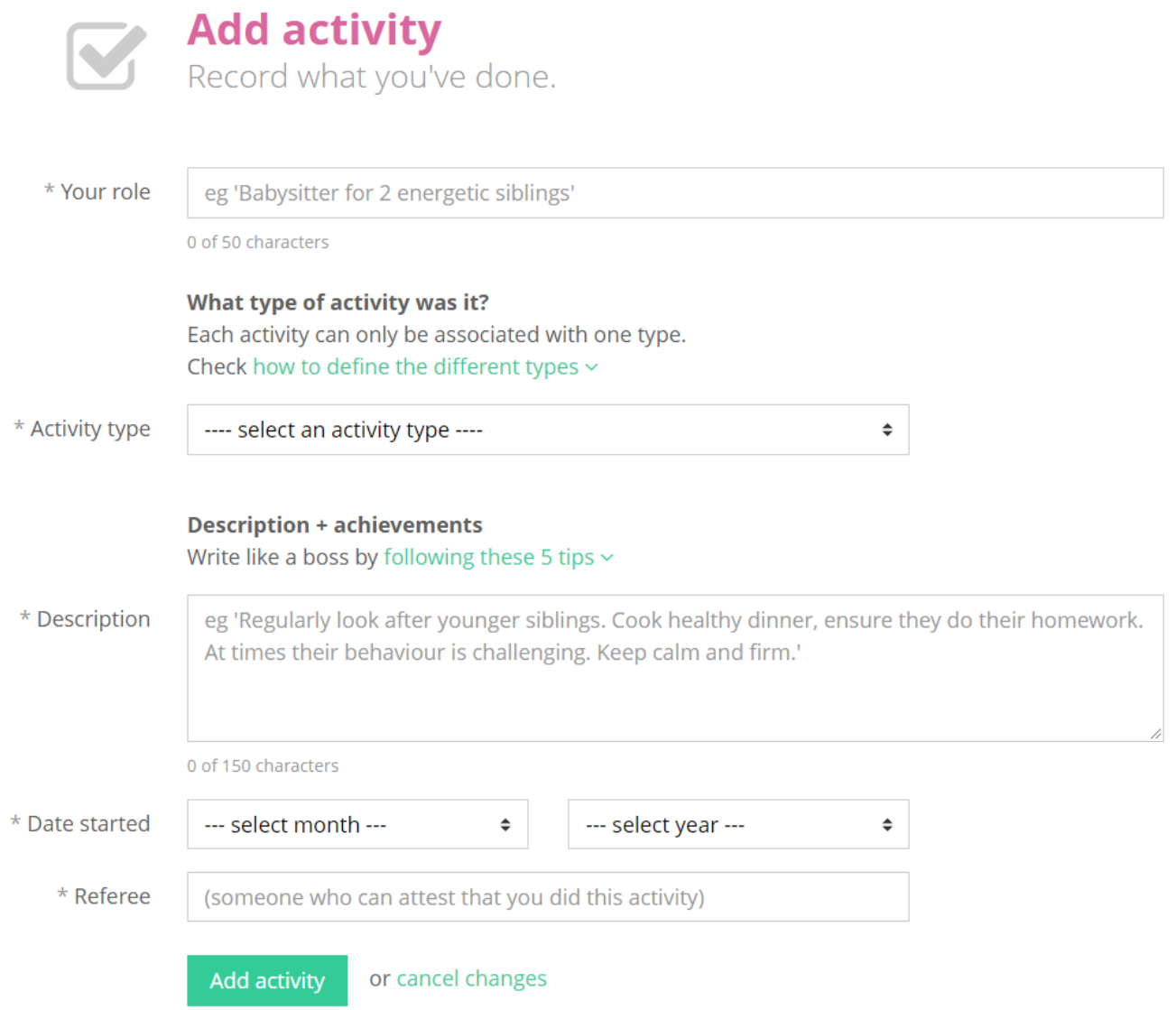
From the student dashboard at unifrog.org/student/home, click ‘Go to tool’ on the **Activities** box.

To begin, click on ‘Add an activity’ to take you to the template for recording your example.



To complete an activity, state your role and select an activity type from the drop down menu.

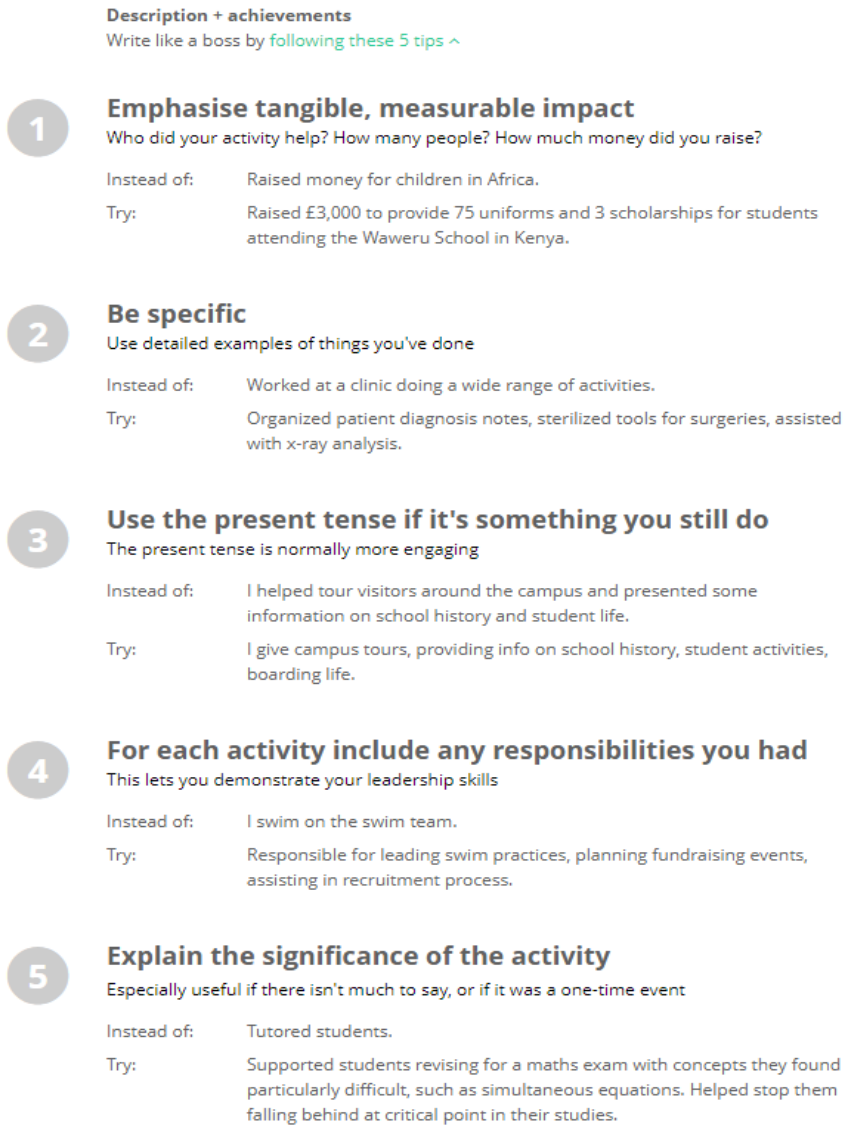
If you are unsure how to define the type of activity, you can use the guide to help you.



Then you need to write the description.

If you need them, there are tips on how to describe your examples expertly.

Please note: do not try to use these as templates; the entries need to be personal to you.



Description + achievements
Write like a boss by following these 5 tips ^

1

Emphasise tangible, measurable impact

Who did your activity help? How many people? How much money did you raise?

Instead of: Raised money for children in Africa.

Try: Raised £3,000 to provide 75 uniforms and 3 scholarships for students attending the Waweru School in Kenya.

2

Be specific

Use detailed examples of things you've done

Instead of: Worked at a clinic doing a wide range of activities.

Try: Organized patient diagnosis notes, sterilized tools for surgeries, assisted with x-ray analysis.

3

Use the present tense if it's something you still do

The present tense is normally more engaging

Instead of: I helped tour visitors around the campus and presented some information on school history and student life.

Try: I give campus tours, providing info on school history, student activities, boarding life.

4

For each activity include any responsibilities you had

This lets you demonstrate your leadership skills

Instead of: I swim on the swim team.

Try: Responsible for leading swim practices, planning fundraising events, assisting in recruitment process.

5

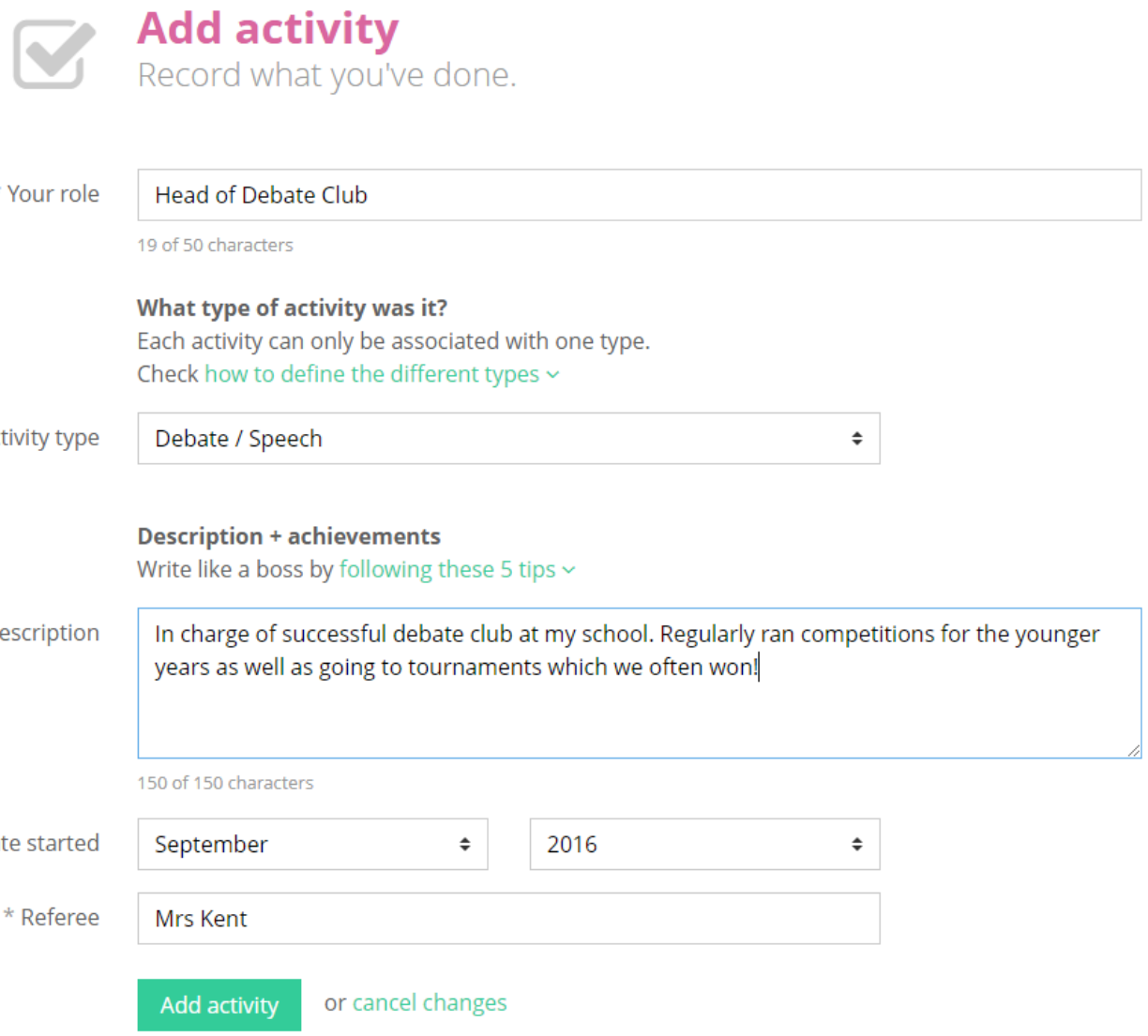
Explain the significance of the activity

Especially useful if there isn't much to say, or if it was a one-time event

Instead of: Tutored students.

Try: Supported students revising for a maths exam with concepts they found particularly difficult, such as simultaneous equations. Helped stop them falling behind at critical point in their studies.

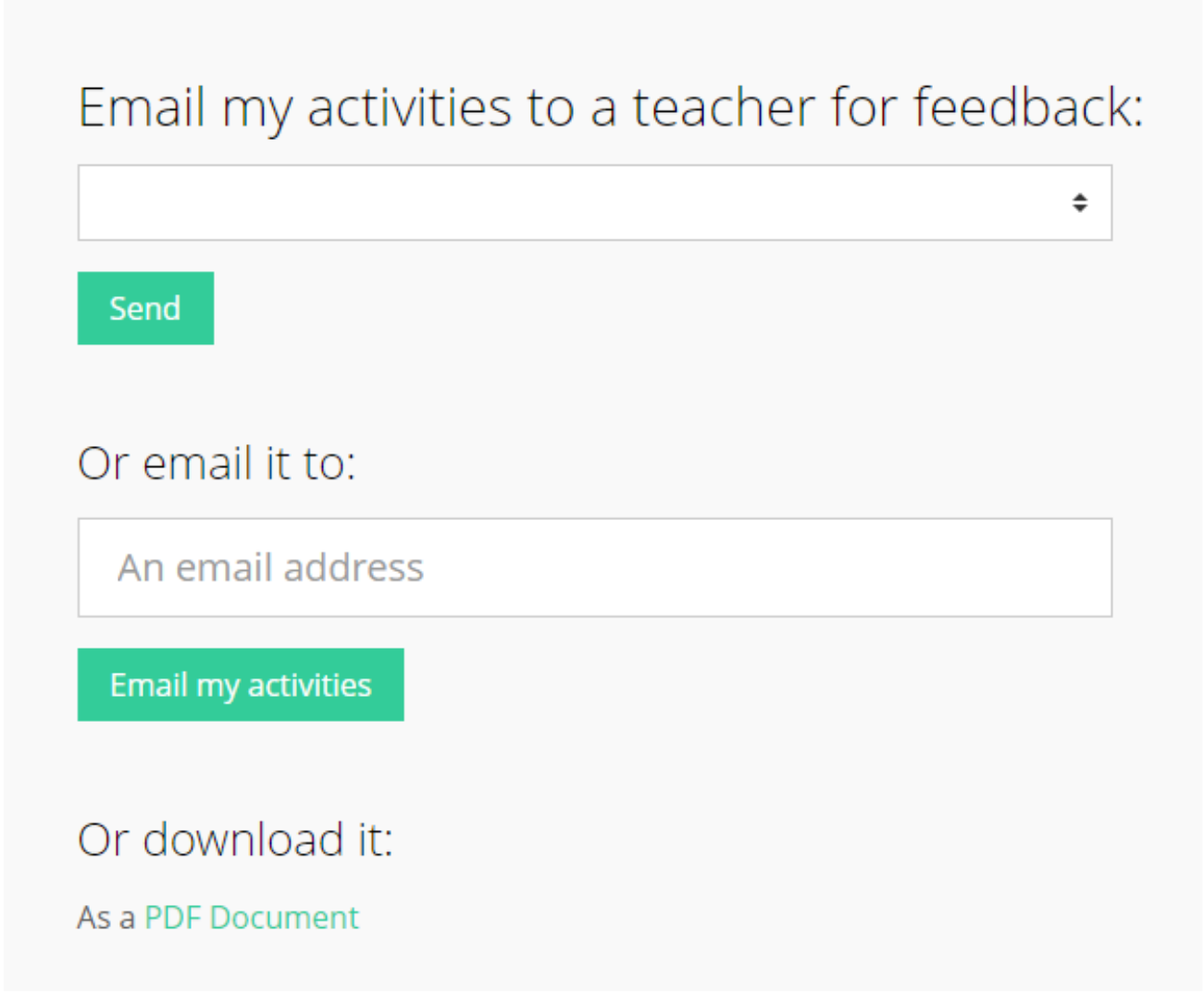
Once completed, click on ‘Add activity’ at the bottom of the page.



If you would like to share what you have written, you can email it straight to a teacher by selecting them from the drop down list.

...or anyone else by typing in their email address.

You are also able to download what you have written.



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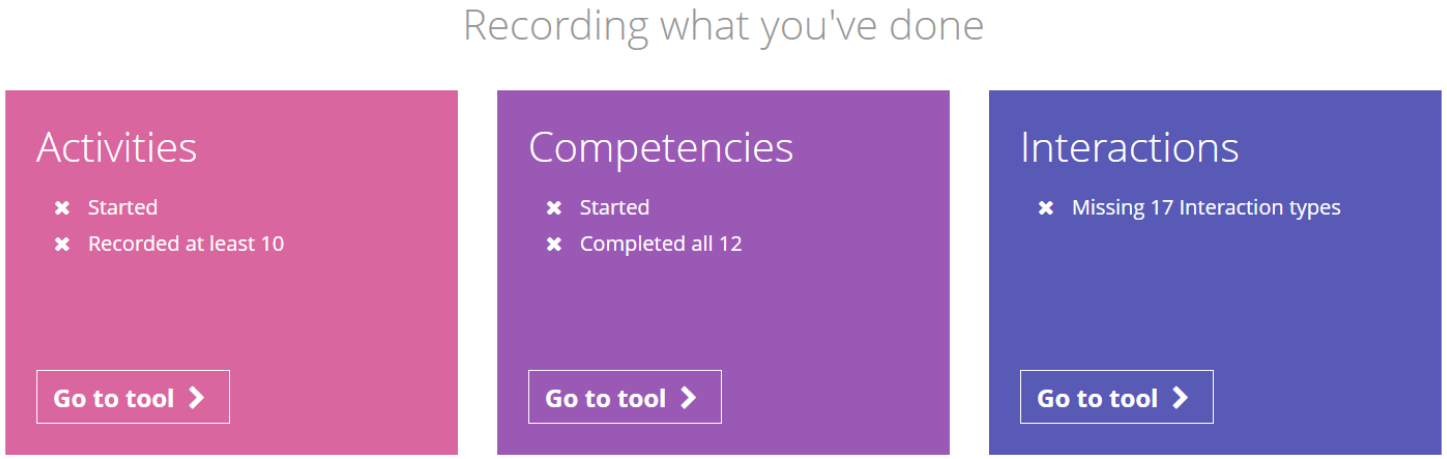
Competencies

From the student dashboard at unifrog.org/student/home, click the ‘Go to tool’ button on the **Competencies** box.

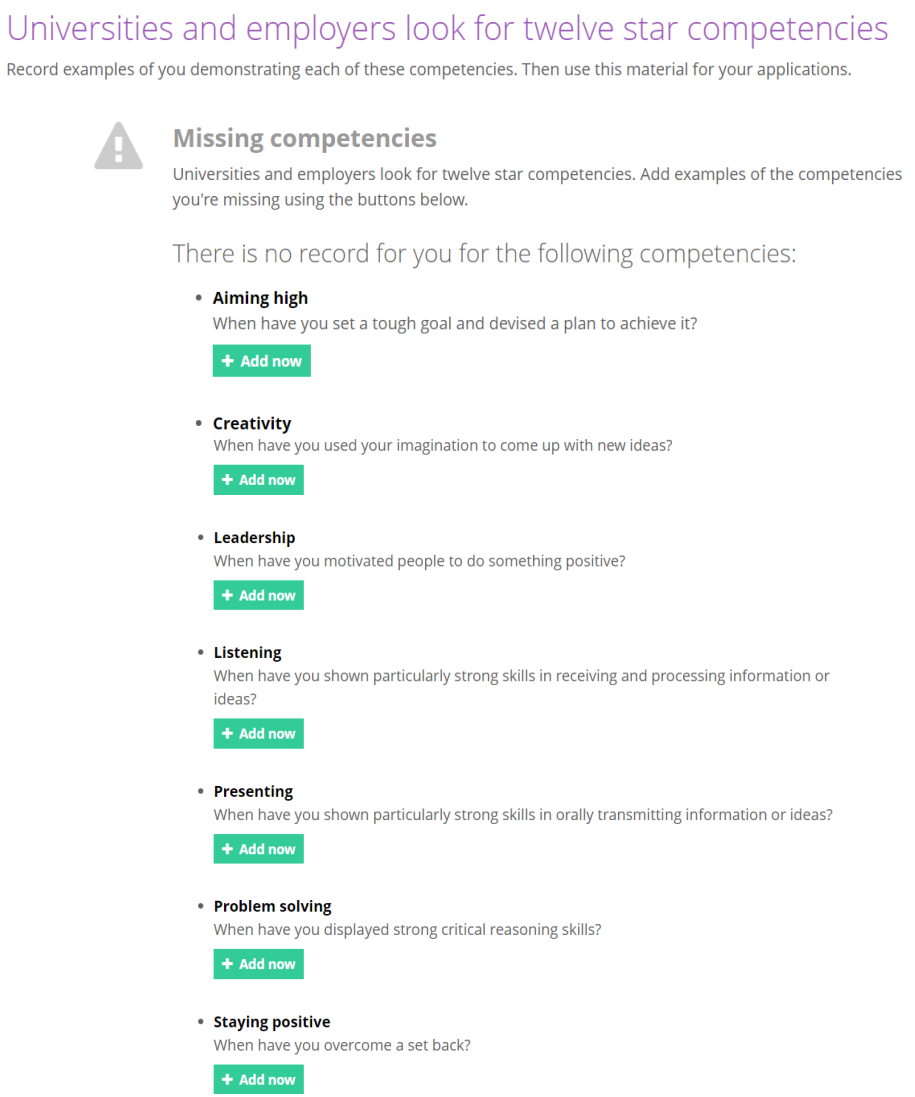


There are twelve competencies that Unifrog have identified as being key.

You can add an example for each of these competencies.

To begin to complete your competency list, click the green ‘ + Add now’ button.

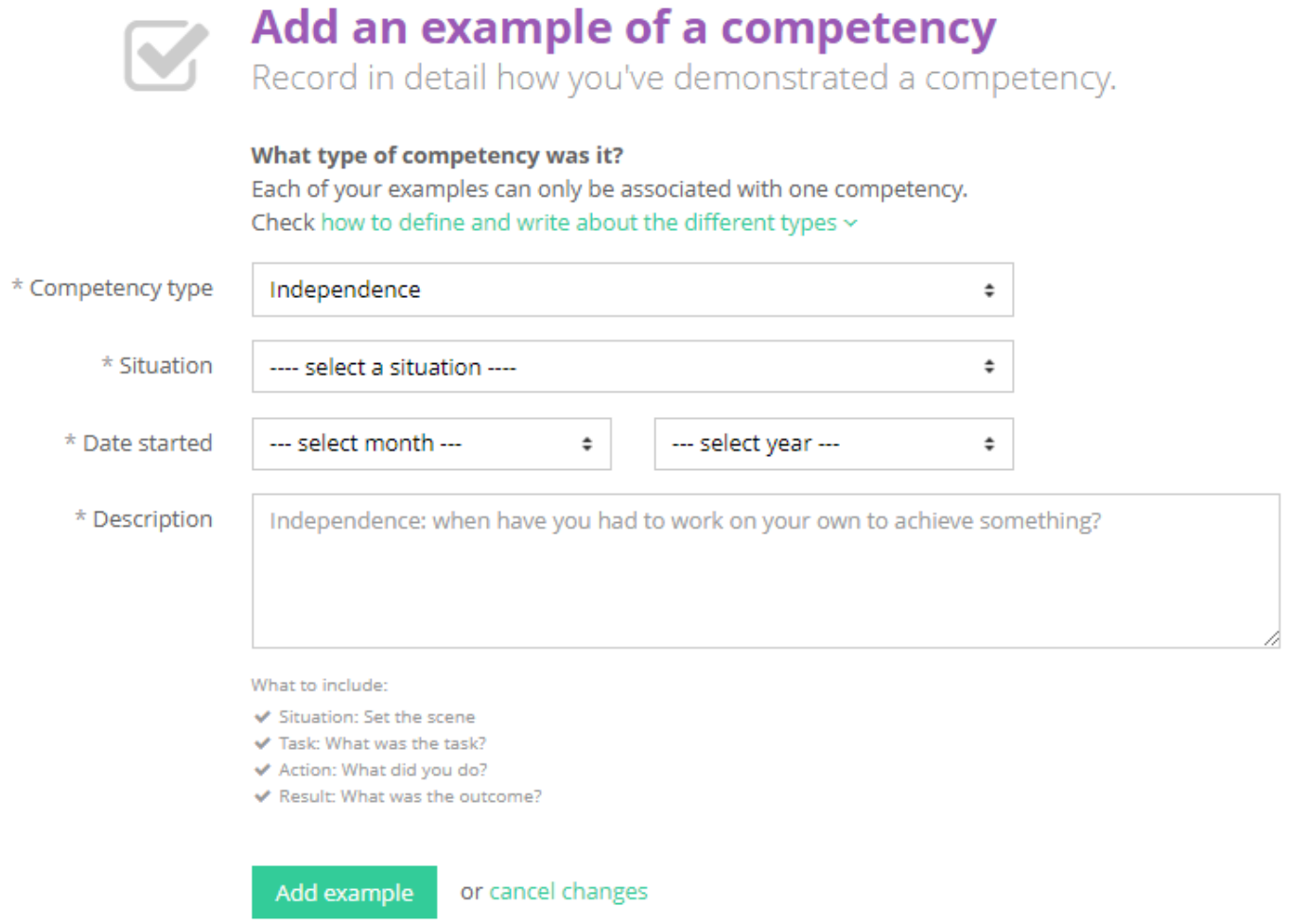
You can also add additional competencies of your own. Click ‘ + Add example’ to create an additional competency to add to your list.



To complete a competency select a situation and start date from the drop down menus.

Explain how you demonstrated this competency in detail.

If you need a structure to follow, use the star technique which is summarised on this page.



If you need help on what the competencies are or how to write about them then look at this handy table which you can expand by clicking on the green text.

Do not try to use these as templates; the entries need to be personal to you.

Add an example of a competency

Record in detail how you've demonstrated a competency.

What type of competency was it?

Each of your examples can only be associated with one competency.

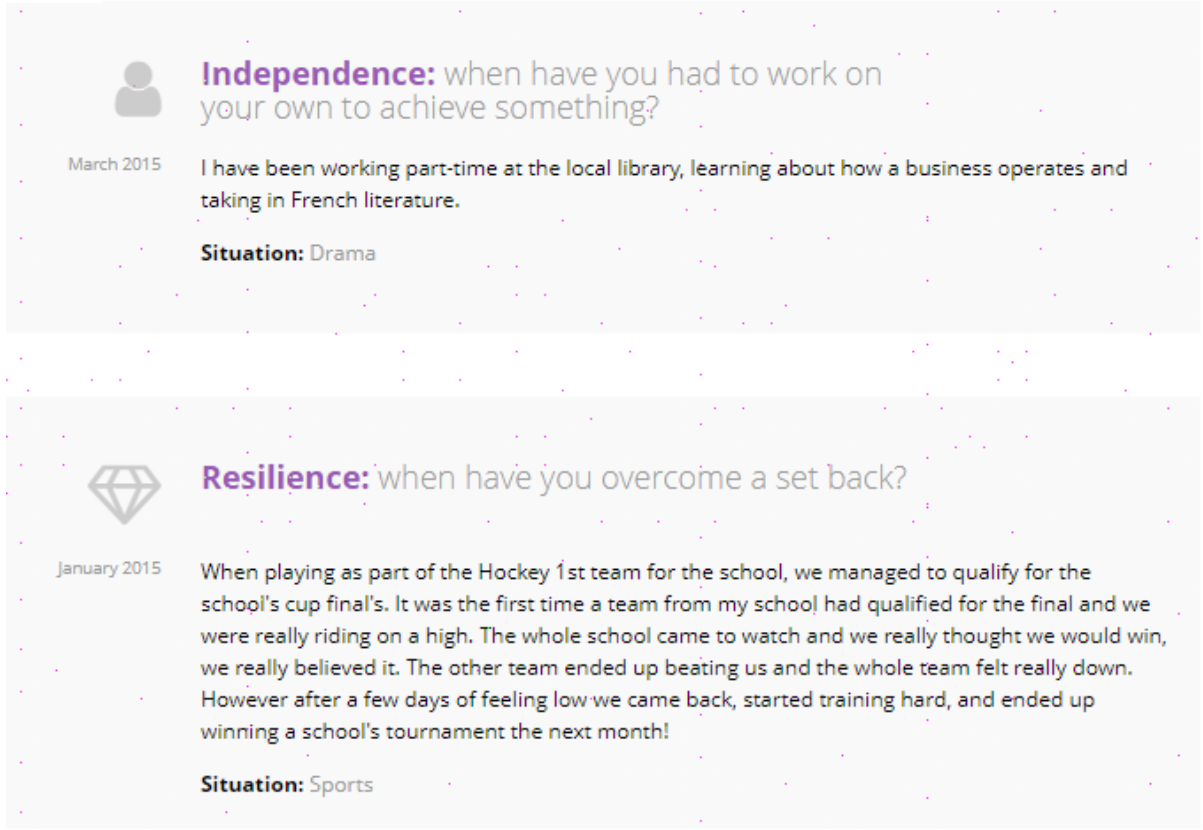
Check how to define and write about the different types ^

Type	Definition	Example situation	Example description
Independence	When have you had to work on your own to achieve something?	Independent academic work	I decided to do an Extended Project Qualification (EPQ), to develop my ability to work independently, and to grow my interests in English Literature. I examined how Coleridge's and Byron's works 'Kubla Khan' and 'Don Juan' respectively contribute to our understanding of the 'Romantic' movement in literature and the arts. These are two of my favourite works by two of my favourite authors, so it was easy for me to immerse myself in studying the poems. One thing I particularly enjoyed was the space I had to read around the subject - as well as the primary texts, I studied how these works were received by the authors' contemporaries. To source material I travelled on my own to a nearby town to a specialist library.
Leadership	When have you motivated people to do something positive?	Duke of Edinburgh	I began working at a local restaurant, 'The Klondike', as a washer-upper. I am now a front office manager, which entails planning how many people we need on the floor, ensuring that we have enough staff booked for the shift, and managing the staffs' performance. Leadership is necessary in my role because the waiting staff are often doing the job on a temporary basis, and as they are not particularly well paid, they are at risk of not taking the job very seriously. To ensure that staff deliver an excellent service, I have to motivate my team to want to work together to do the job well.
Teamworking	When have you worked with others to get something done?	Sports	With a few friends, and the encouragement of one of the music teachers, we decided to start a school choir. We've never had a choir at the school before, and a lot of my fellow students laughed at us for trying. It was also hard to fit in time to practice because of people's busy schedules. Some people wanted to quit the choir before we had really started, so I persuaded everyone that we should aim for one performance at an assembly - if it wasn't a success we could give up. I got the headteacher to agree to let us perform. This event gave us the focus we needed to bring us all together. We really impressed the students and teachers at the assembly, and now the choir is going strong -

Examples for 3 of 7 star competencies recorded so far

What you've done isn't as important as the skills you've developed. Give examples of you demonstrating each of the 7 star competencies.

+ Add example



Repeat this process for each competency you want to add. You should try to do at least one for each category.

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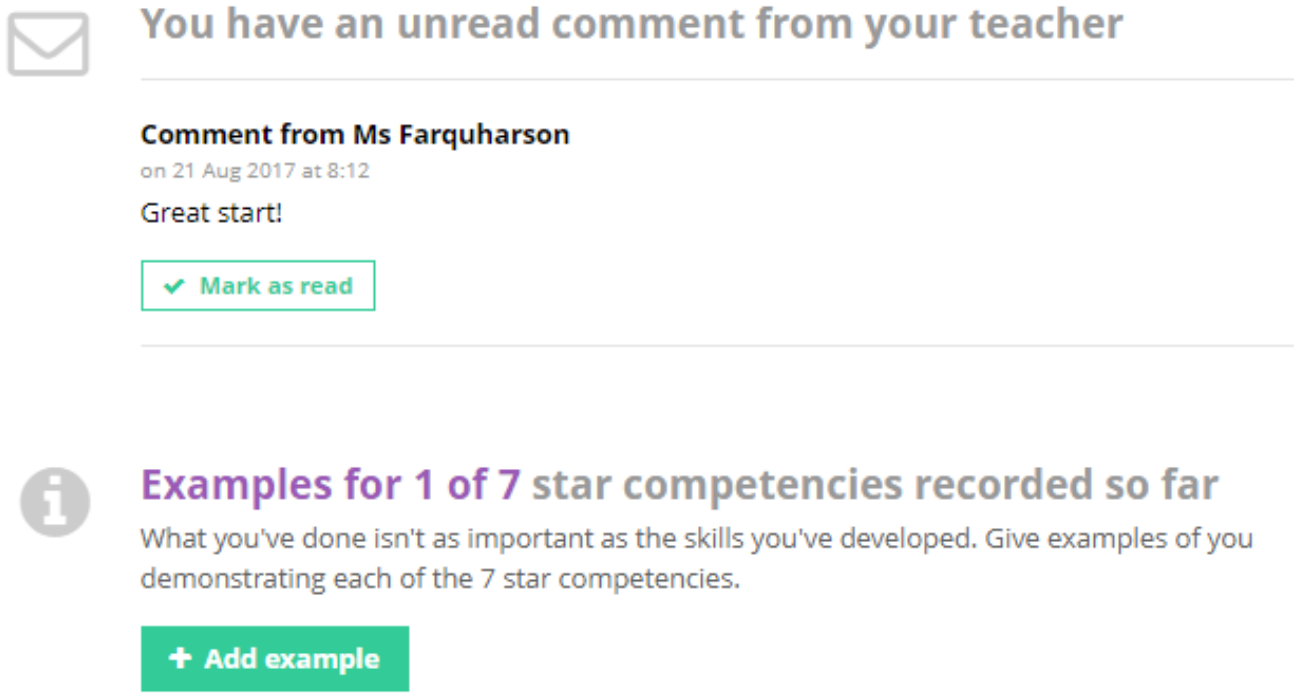
Your teachers are able to give you feedback on your competencies.

If you have received a comment you will be notified via your email and on your competencies page.

You are able to mark these comments as read to ensure you keep up to date.



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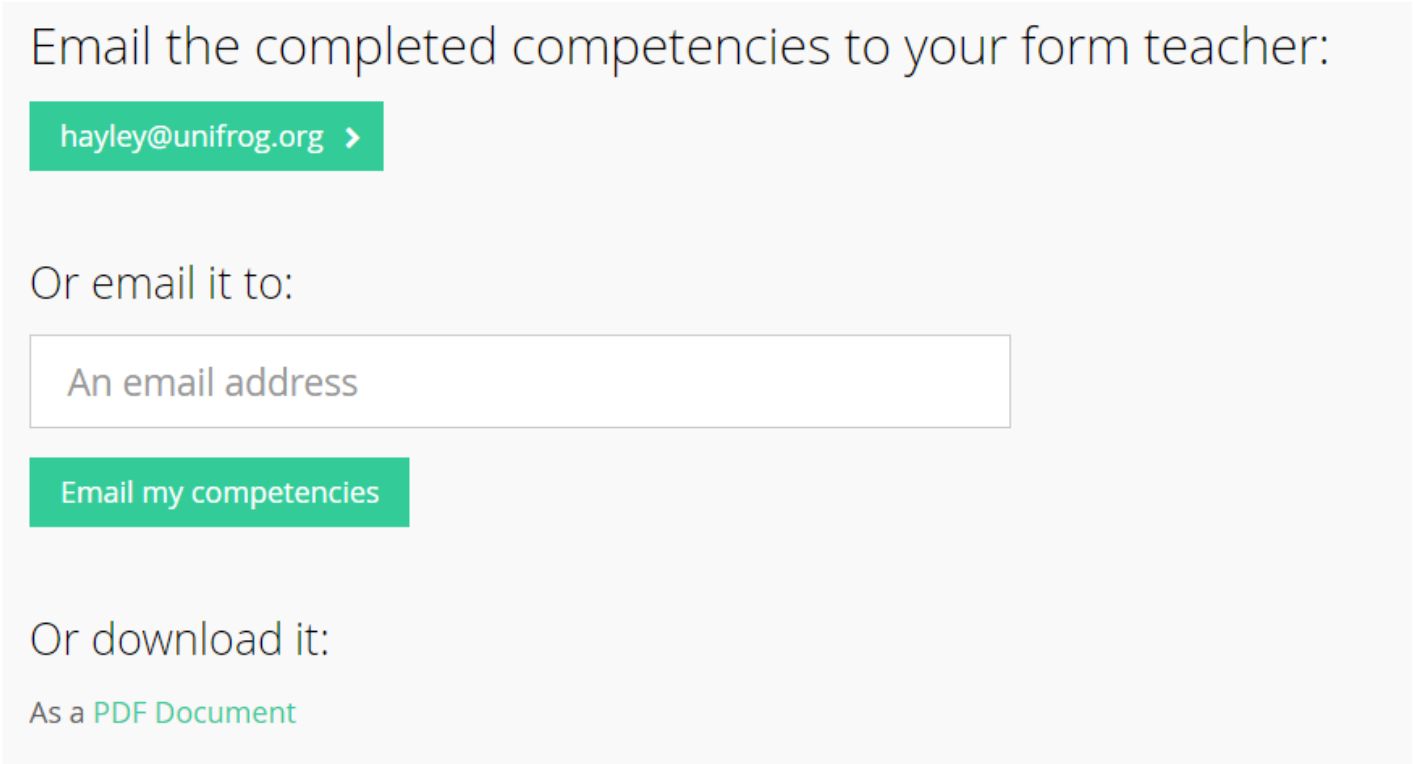

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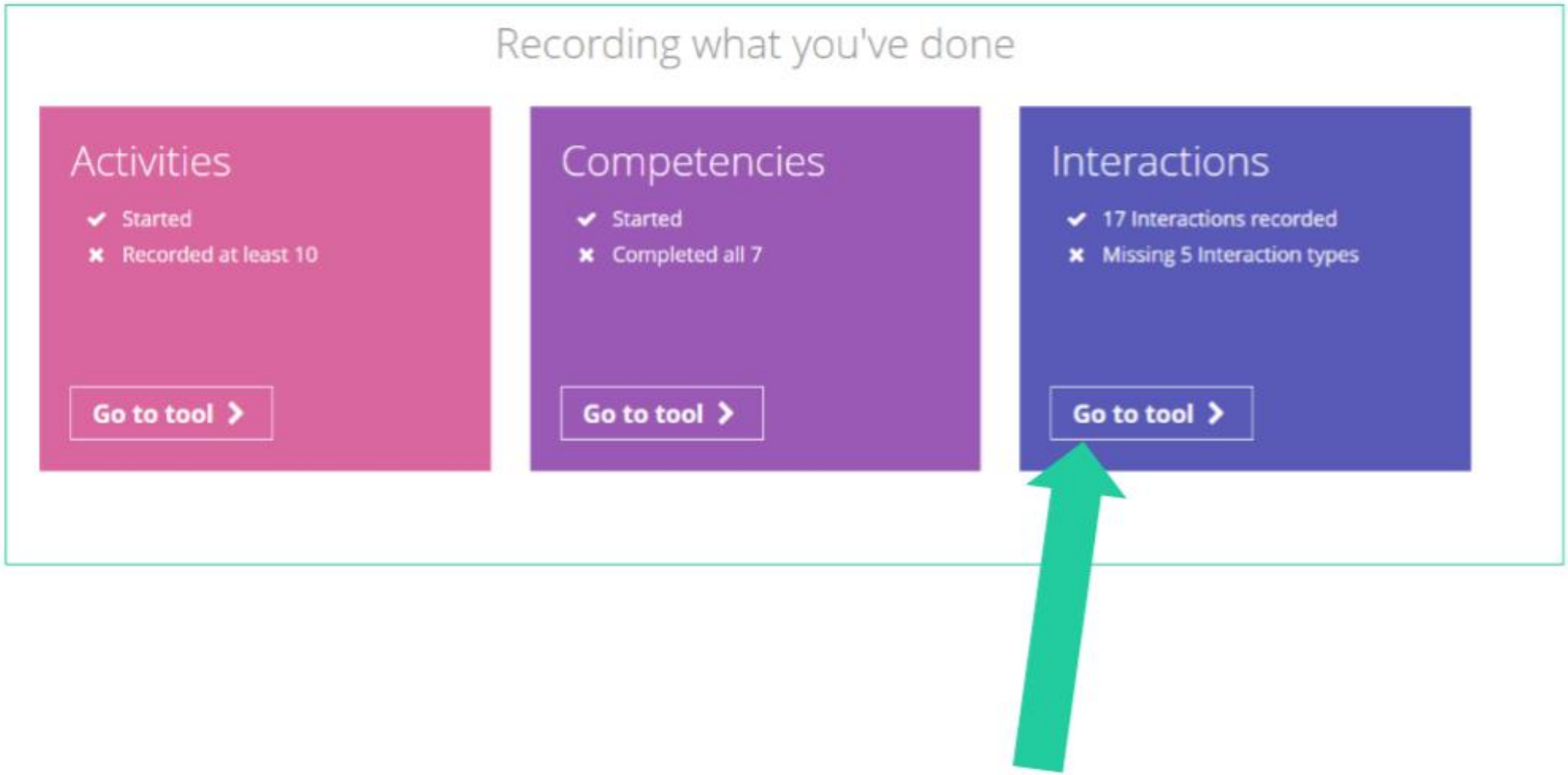
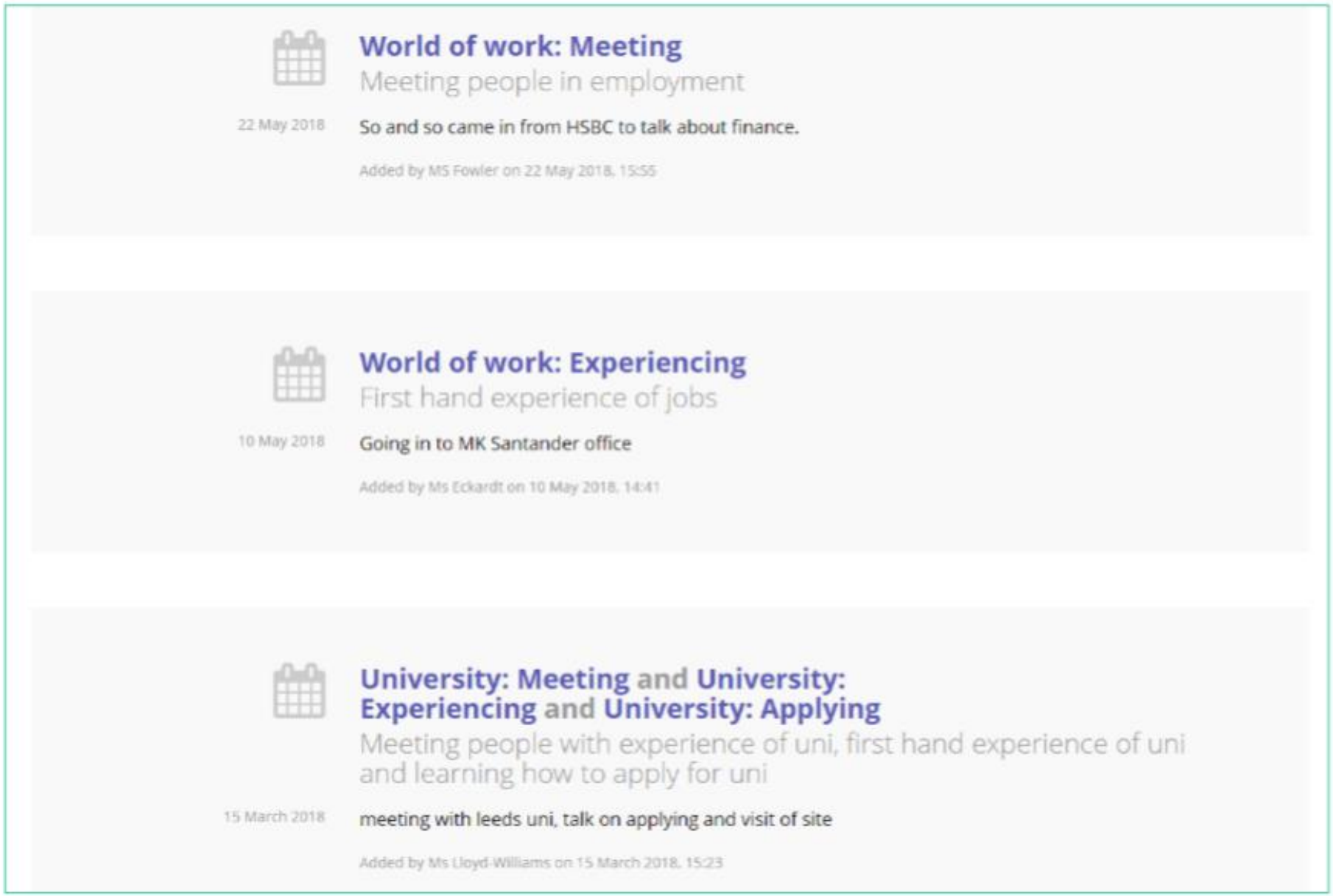
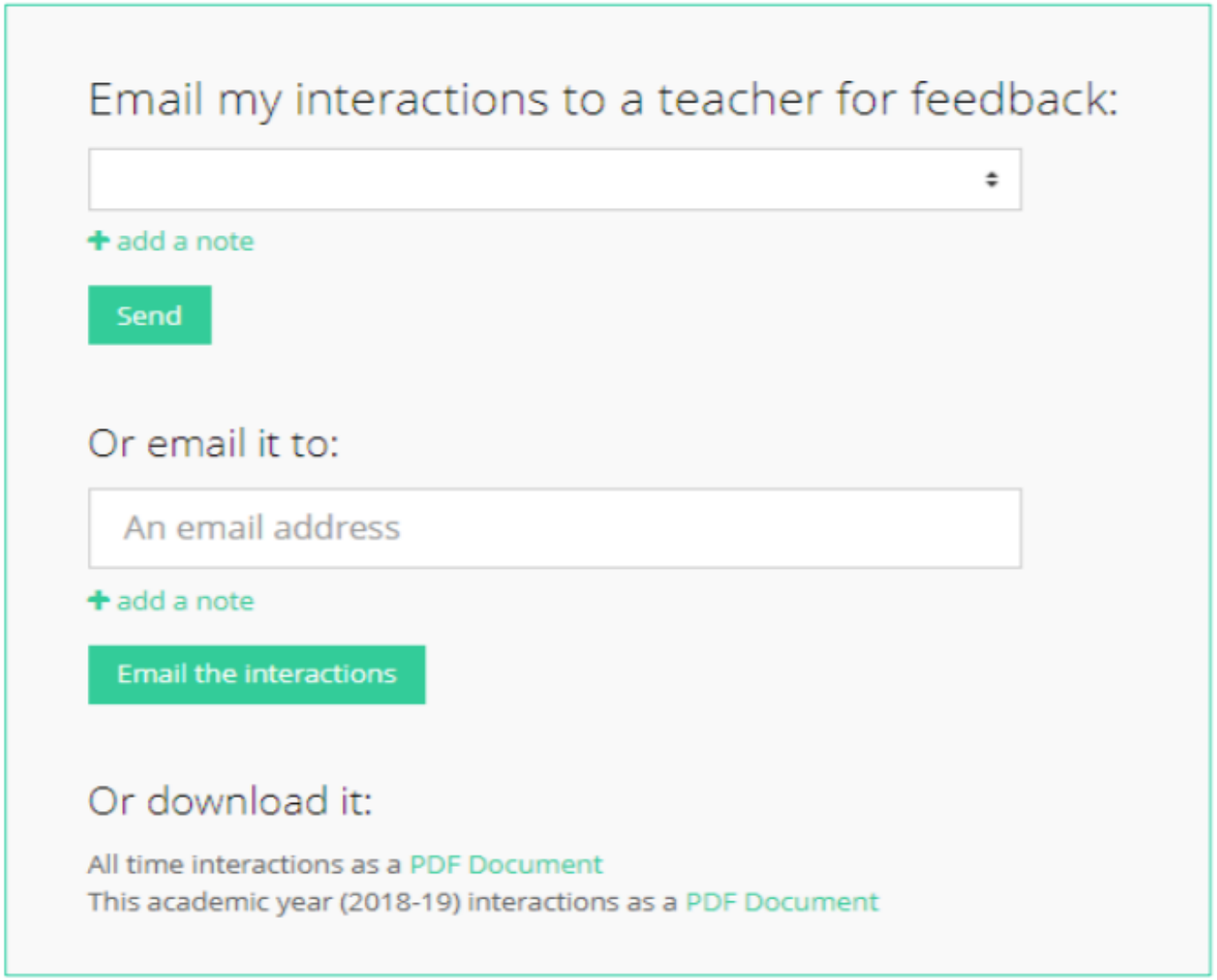
Using the Interactions Tool



From the main dashboard, click ‘Go to tool’ on the Interactions box.



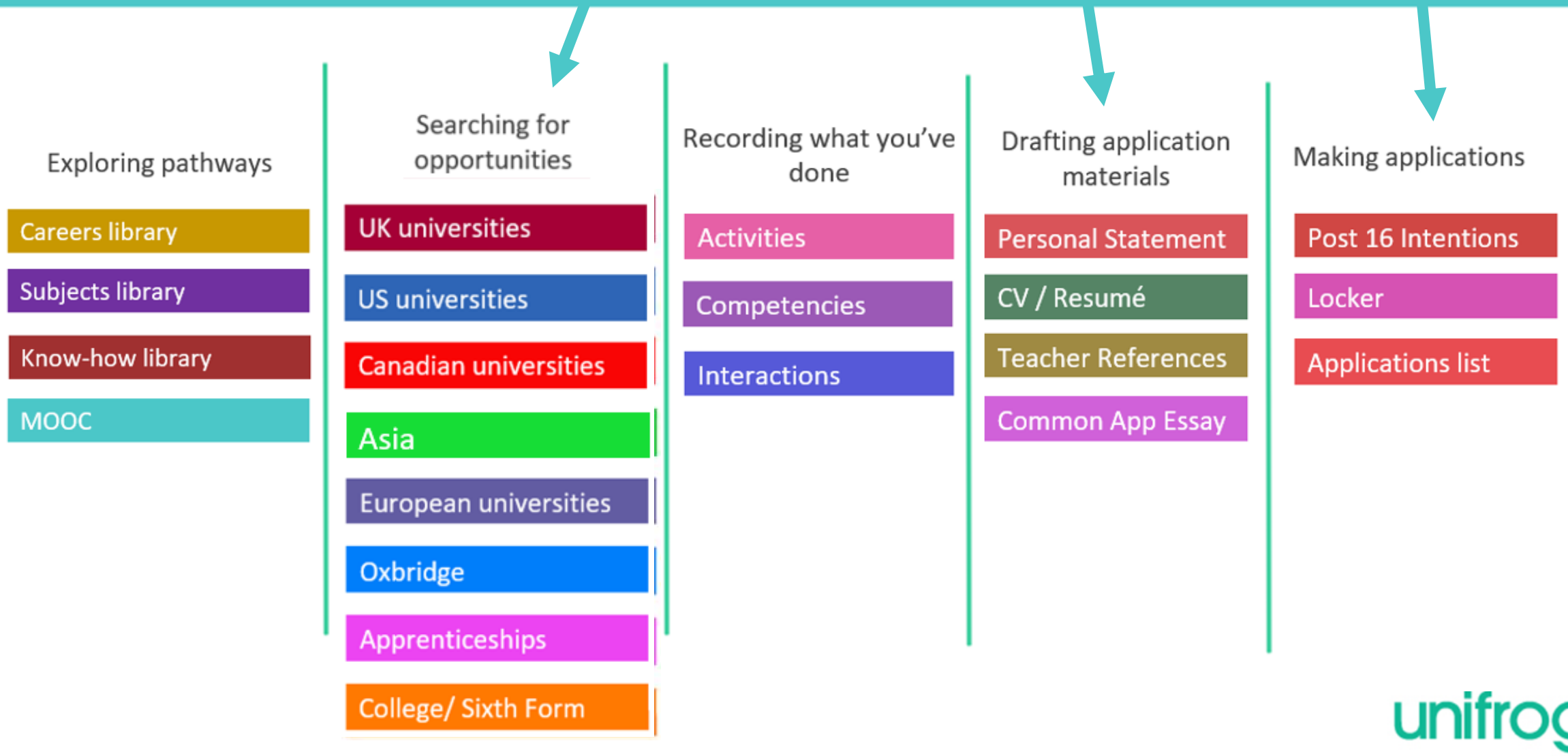
Here you can see all the experiences you have had through school in relation to your future.



If you've already done something which hasn't been recorded, email your Form teacher/another to get it added in.

You can also download all your interactions.

As students progress through OHA, we will then begin to introduce them to the following sections -



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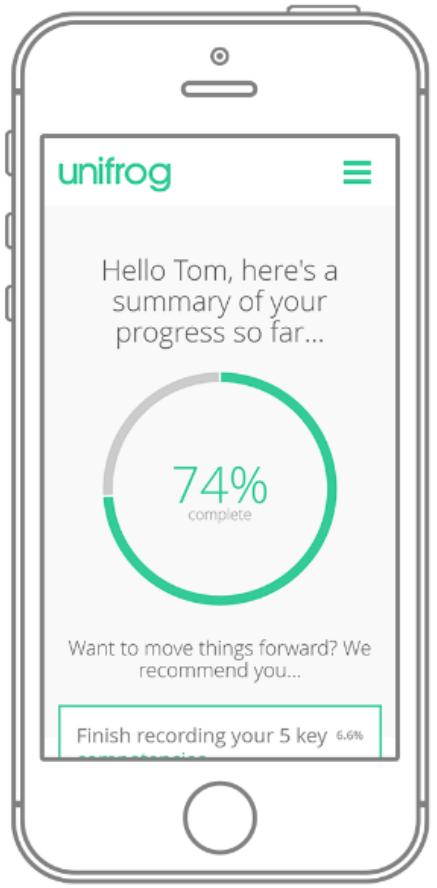
In summary

- Unifrog can help you make decisions now about your college and sixth form choices and what you want to study.

- Later, it will help select the university or apprenticeship that's right for you.

- Be smart. Get ahead of the game!



Sign in now at unifrog.org/sign-in

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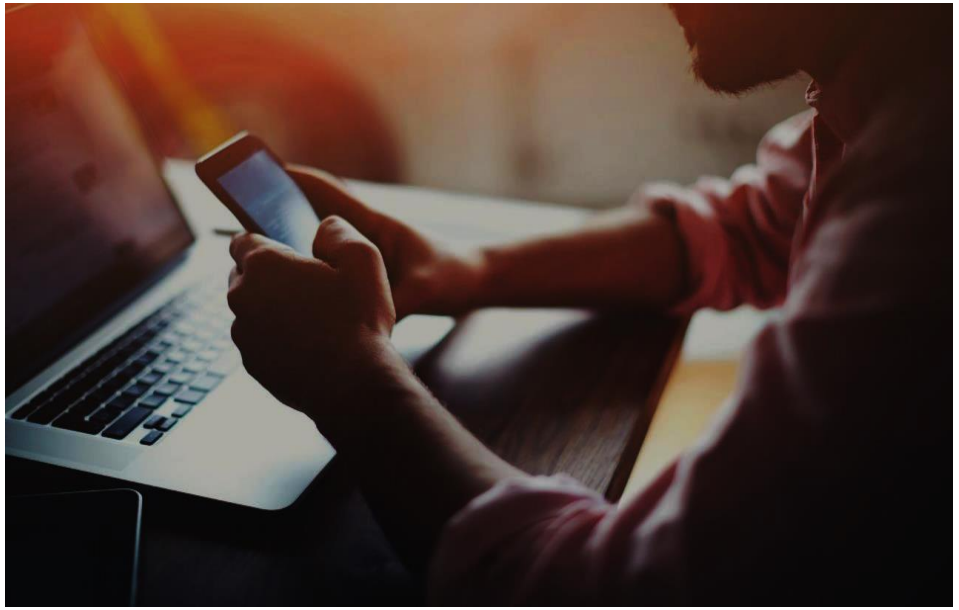
Creating your account

- A link has been sent to your school email address (please check your junk/spam mailboxes).
- Click the link and follow the instructions.
- Create a memorable password.
- Make a note of your password.



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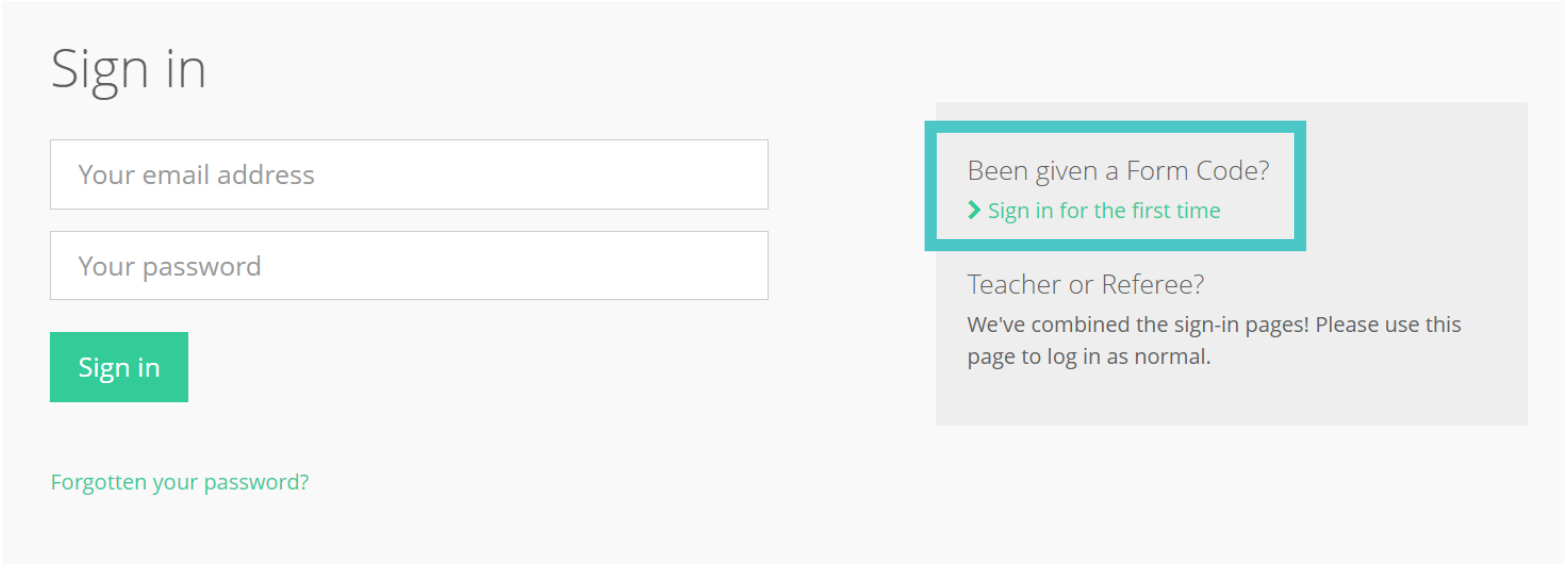
First time registration with Unifrog

When you sign in for the first time, you will use a Form code which will link you with your form tutor.



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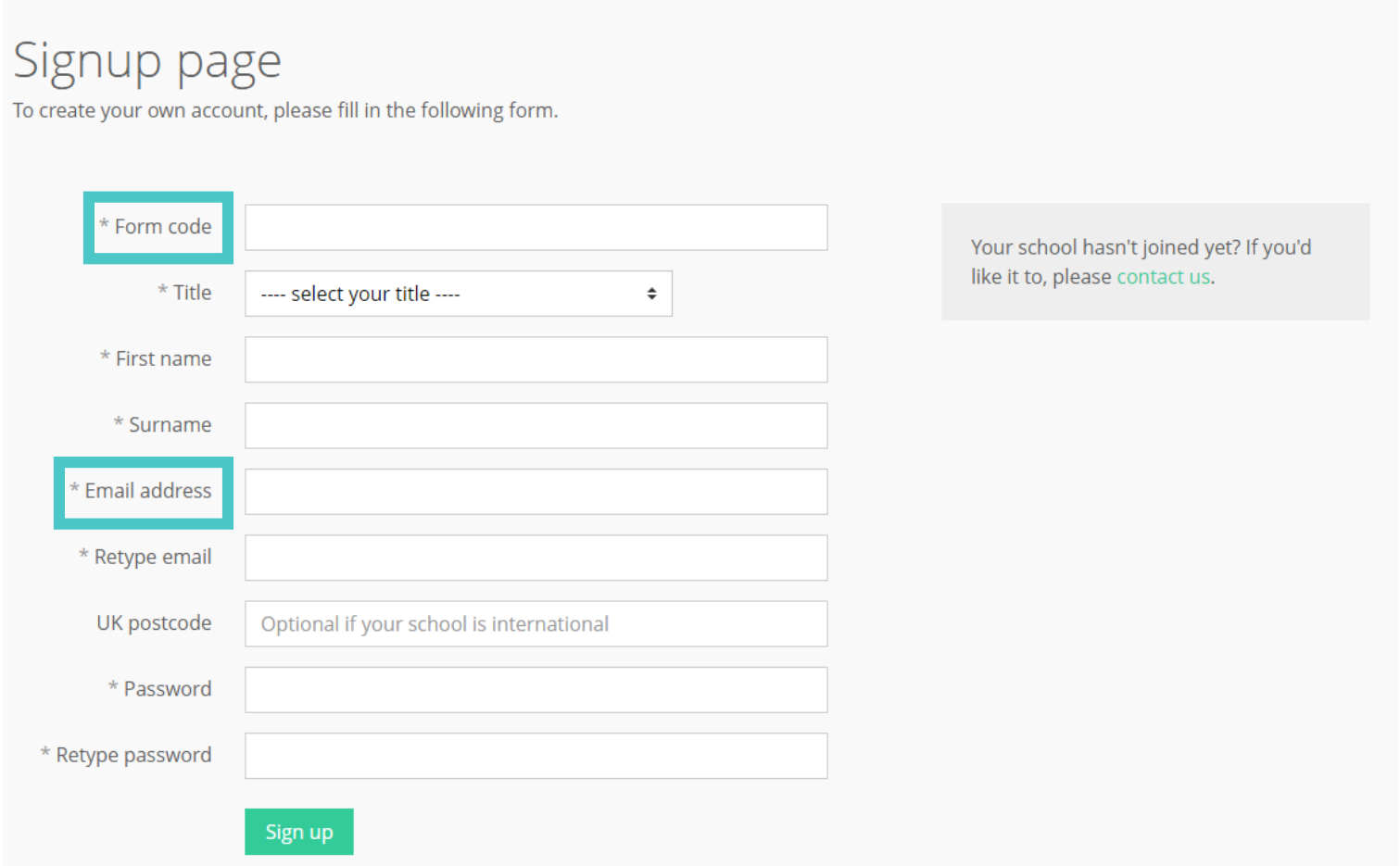
Complete the signup page

Enter your Form code and use an email address that you access frequently.



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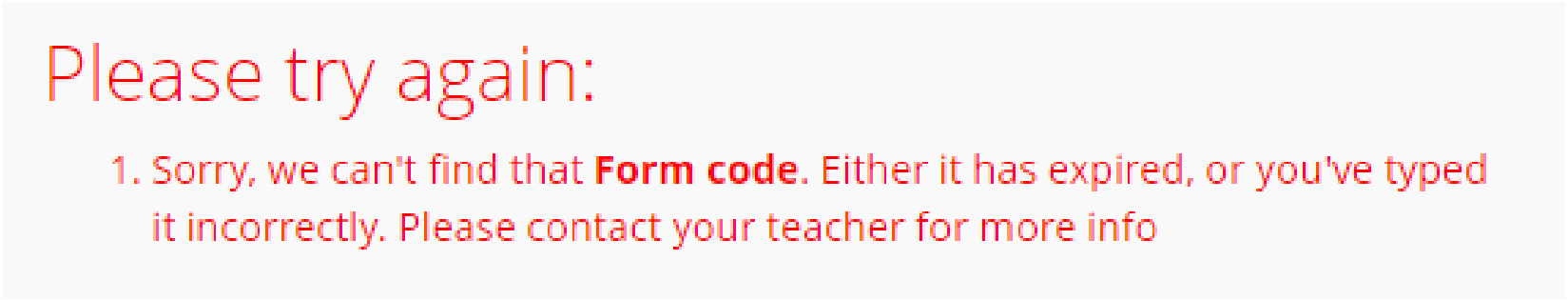
Complete the signup page

If you see this message, your form code may have expired or you may have typed it incorrectly.



Ask your teacher for more information.

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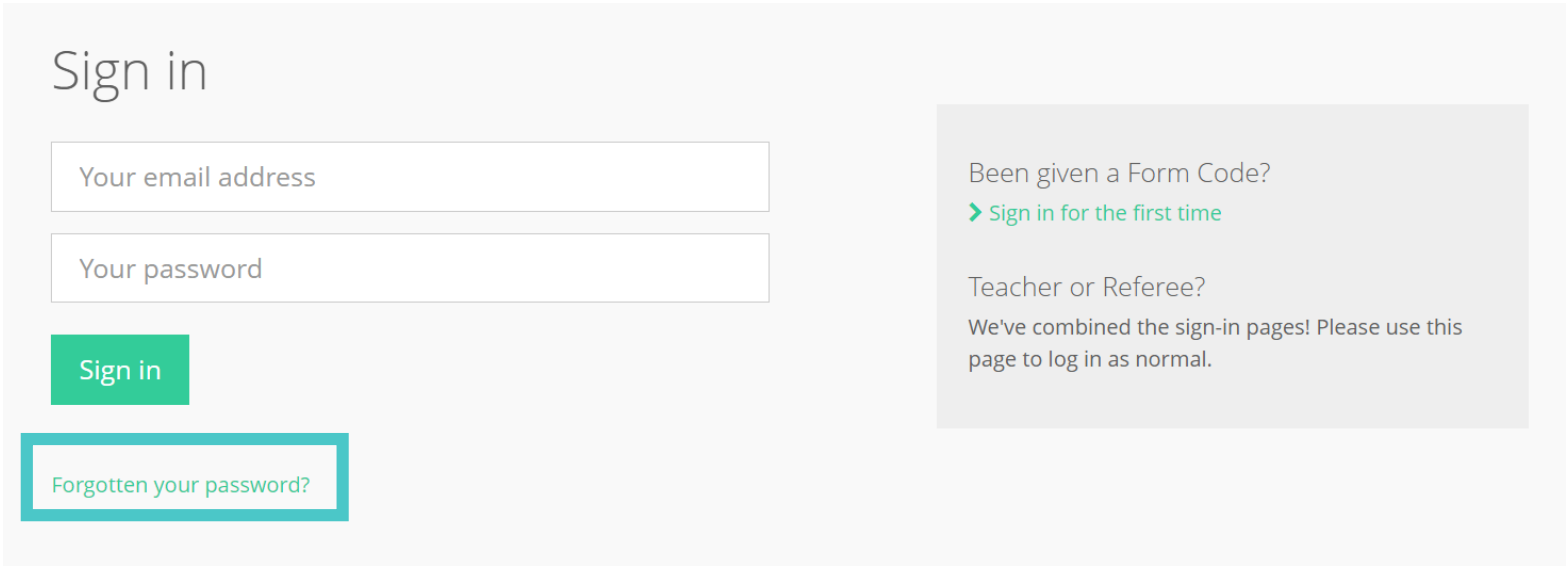
Every time you login to Unifrog from now on, sign in here

If you forget your password, hit the link to reset (remember to check your junk/spam just in case!)



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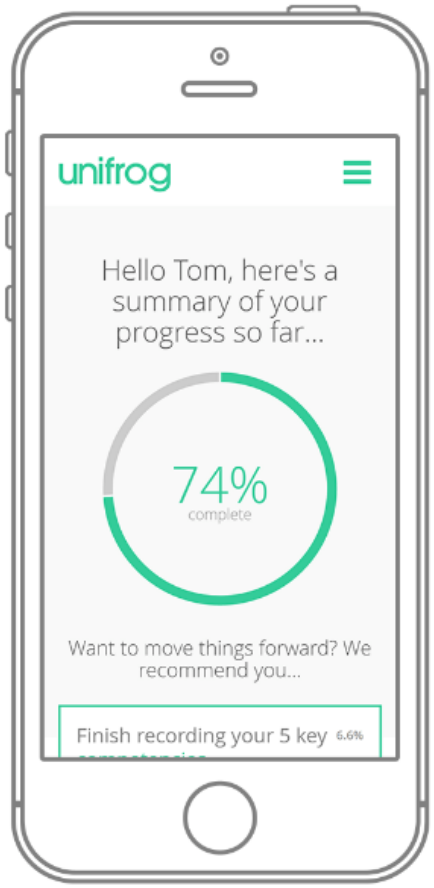
Forgotten your password?

Sign in now at unifrog.org/sign-in

Press forgot password

A temporary password will be sent to your school GMAIL account (e.g. 20smithk@oha.swecet.school)



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