



# Kudos



## HE User Guide

Kudos HE is designed to support progression to post-16 learning and training, this includes:

- Skills analysis
- 'Future Booster'
- 'My Personal Statement'
- Finding university courses via a specific career

This guide also includes advice on how to debrief students after they have used Kudos HE, to ensure that they have understood the progress they have made on their career journey so far, and where they could progress next.

# Skills Analysis

Kudos gives students the chance to tell us all about the skills they have, so that these can be taken into consideration when generating a list of career ideas which they might like. The students will need to provide this information by answering the MySkills questions.

Students will also be able to see what skills they need to improve on in order to boost their chances of getting into their favourite careers.

Once they have completed the MySkills questions they can review and amend their answers if/when they feel they have progressed with in a certain skill. This can be found under 'Me' in the left menu.

The screenshot shows a circular menu with the word 'Me' at the top. Below it are several navigation links: 'My profile', 'My assessments', 'Review MyFuture', 'Review MySkills', 'Review MyHealth', and 'Review qualifications'. The 'Review MySkills' link is highlighted. At the bottom of the menu, there's a breadcrumb trail: Home > Me > My assessments > Review MySkills. To the right, there's a 'Where next?' button and a note about filtering skills using a dropdown menu.

Response Options (\*)

Click on the multi select dropdown box to filter skills based on your responses.

Currently showing all answered skills.

Using your hands in a skilful way

Doing small and detailed tasks

Fixing things

Safely using machines or equipment

Explaining things

Unskilled Some Skill Skilled Highly Skilled

# Future Booster

Once students have answered the likes & dislikes questions, Kudos will provide them with a personal list of career ideas they might like.

Kudos HE also features a '**Future Booster**' option which shows career routes according to qualification for students to better understand their educational route to be able to pursue a desired career.

Simply click on the qualification level at the top of the page, which will take them straight into the '**Future Booster**'. Students will see a list of careers available to them if they consider a higher qualification level, this is shown alongside their original list.

The screenshot shows a red header with 'Career ideas you might like' and a 'Details' icon. Below it are two dropdown menus for 'Filter': 'Industries (\*' and 'Salary Range (\*'. A green bar below has buttons for 'A-LEVEL OR EQUIVALENT' and 'DEGREE OR EQUIVALENT', with a note to 'Explain all the levels'. Below this are two sections: 'Floor Layer' and 'Plasterer', each with a 'Details' icon. At the bottom, there's a breadcrumb trail: Home > Working > Careers > Career ideas. The main content area has a 'Future Booster' heading. It shows two boxes: one with a red 'X' and text 'Don't change my education level. I'm happy with GCSE (A\*-C)', and another with a green checkmark and text 'Yes I'd like to change my education level to A-Level'. Below these are lists of careers grouped by qualification level: 'Careers available with GCSE (A\*-C) or equivalent' (Floor Layer, Plasterer, Metal Engraver, Welder, Wall and Floor Tiler, Presenter - Broadcasting) and 'Careers available with A-Level or equivalent' (Presenter - Broadcasting, Design Assistant, Scriptwriter, Make-up Artist, Musical Instrument Technician, Video Editor).

Career ideas you might like ⓘ

Filter: Industries (\*) Salary Range (\*)

A-LEVEL OR EQUIVALENT DEGREE OR EQUIVALENT

Explain all the levels

Floor Layer

Plasterer

Future Booster ⓘ

Don't change my education level. I'm happy with GCSE (A\*-C)

Yes I'd like to change my education level to A-Level

Careers available with GCSE (A\*-C) or equivalent

Floor Layer

Plasterer

Metal Engraver

Welder

Wall and Floor Tiler

Presenter - Broadcasting

Careers available with A-Level or equivalent

Presenter - Broadcasting

Design Assistant

Scriptwriter

Make-up Artist

Musical Instrument Technician

Video Editor

# Supporting UCAS applications

Kudos will help students with their crucial higher education course decisions and UCAS application.

## My Personal Statement

The '**My Personal Statement**' tool consists of two features – the '**Supporting information for your application**' feature, which helps students to generate ideas for their Personal Statement and then the '**Personal Statement Builder**' which consists of 13 easy-to-understand sections, designed to help them to write their all-important Personal Statement.

Home > Me > My documents > My Personal Statement  
My Personal Statement - pick an option to get started

**Supporting Information for your Personal Statement**

Choose this option if you

- want to record your school achievements and extra curricular activities to provide a valuable source of information for when you write your personal statement.
- are studying for your GCSEs or equivalent and want to add supporting information before writing your actual Personal statement in the future.
- Note: The supporting information you enter here will be stored by Kudos and displayed when you are writing your actual statement.

**Personal Statement Builder**

Choose this option if you

- are applying for university this year.
- are studying for your A-levels or equivalent and already have information relevant to your personal statement.

You can always switch to the other option if you change your mind later.

Home > Me > My documents > My Personal Statement > Supporting Information for your Personal Statement

**Supporting Information for your Personal Statement**

The Supporting Information sections are here to help you prepare for your Personal Statement. Remember that the information you enter in your actual Personal Statement will require more detail, and you may need to provide documentary evidence for qualifications, work experience etc.

**Sections**

- Work and volunteering
- Taking on responsibilities
- Standing out from other applicants
- Achievements you are proud of
- Reason to study chosen courses
- Study Skills
- Strongest Skills

Enter here any work or volunteering experience you've had and the skills and knowledge you have gained.

*Example Note: I worked as a sales assistant during weekends and learnt about the importance of good customer service.*

The information you provide here would be shown in the following guidance sections of the personal statement builder:

- Your Interests
- Entry Requirements
- Out of school activities

**Your Notes**

Enter your notes here...

Home > Me > My documents > My Personal Statement > Personal Statement Builder

**Personal Statement Builder**

Teacher's Feedback

Important Dates Email me Request feedback Save 4000 characters left

As you start typing, your statement will save itself every 30 seconds. Last autosave time will appear here.

Mark as done Guidance Sections

- Opening Statement
- Why this Course?
- Your Interests
- Entry Requirements
- Career Plans
- Currently Studying
- Non-Academic Awards

Start typing your Personal Statement here. Be sure to click through guidance sections on the left as they contain plenty of useful information including examples. This text will disappear once you start typing.

## General Information

By clicking on '**General Information**' students will gain access to a series of very useful Higher Education information articles which cover topics such as 'Deciding on a Course', 'How to Apply', 'Routes into HE', 'Studying in Europe'.

Home > General information

**Employment Articles**

- Apprenticeships
- Apprenticeships (Wales only)
- Contract Working
- Equal Opportunities (Disability)
- Equal Opportunities (Religion or Belief)
- Equal Opportunities (Sexual Orientation)
- Equal Opportunities for all Racial Groups
- Equal Opportunities for Women and Men
- Finding Work Online
- Foundation Learning
- Gender Imbalance in the Workplace
- Health, Disability and Employment
- Holland Code (Personality Style)
- Interviews
- Job Applications
- Job Hunting
- Jobs after A levels or Equivalent
- Mental Health and Employment
- One A level? (How to Use It)
- Opportunities for Women in Engineering

**Education Articles**

- Apprenticeships
- Apprenticeships (Wales only)
- AS Level and A Level Decisions
- English Baccalaureate (EBacc)
- Finance for Study for Young People
- Foundation Learning
- Functional Skills
- Further Education Options
- GCSE Options
- GCSEs and How You Can Use Them
- Higher Education - After you Apply
- Higher Education - After Your Exam Results
- Higher Education - An Introduction
- Higher Education - Courses
- Higher Education - Deciding on a Course
- Higher Education - Disabled Students
- Higher Education - How to Apply
- Higher Education - Routes into
- Higher Education - Settling In
- Higher Education - Studying in Europe

**Subject Articles**

- Accounting
- Art and Design
- Biology
- Business Studies
- Chemistry
- Citizenship Studies
- Classics
- Computing/Information and Communication Technology
- Construction and the Built Environment
- Design and Technology
- Drama and Theatre Studies
- Economics
- Electronics
- Engineering
- English
- Environmental Science
- Geography
- Geology
- Government and Politics
- Graphics
- Health and Social Care

# Find University Courses

As well as searching directly for a college course, students can find out what courses are available at university which may interest them. Students can use this tool to search for a course which they are interested in. This tool can be found on the left menu under '**Learning**'. They will need to search for a course title by entering the title in the search box. They can then add a location or use their current location to find courses that are suitable to them. Students can also choose the distance from 5 miles away from the location to national.

From the interactive map or the list view they will be able to click on a university of their choice and see the details of all the relevant courses at that college. Students will be able to see:

- Duration of the course
- Course mode i.e. part-time, full-time
- Start date
- Course location

Students will also be able to see how long it will take to travel to the location that interests them. They can view the journey on foot, on a bike, by public transport or by driving. They can view the location on Google Map by clicking in '**Travel Details**'.

Students can then click on '**View Courses**', to see the courses that are available. Here they can research the required entry requirements, find out about the course content, and how to apply, UCAS tariff points, contact information and future careers that the course could lead too.

Students can click on the thumbs-up button to add a course to My Uni Courses.

**Learning**

**Subjects**

**College course**

**Uni courses**

UNI COURSES - fashion

Home > Learning > Uni courses > Uni search

Search university courses

Filter: Manchester, United Kingdom Within 20 miles

Search by institution

APPLY FILTERS

Institutions found: 5

Map View List View

University of Salford

Fashion (W225) 3 year full-time

Fashion Design (W228) 4 year full-time



# After using Kudos HE

## Student Debrief

Using this user guide, you can organise sessions as a prompt for discussion, either one-to-one in a guidance interview or in groups is a good opportunity to debrief young people after they have used Kudos HE.

The guidance interview is a good opportunity to debrief young people after they have used Kudos HE. It allows young people to talk informally about the results of their session. It also reinforces the message that the aim of Kudos HE is to generate career direction ideas, discussion, understanding, interest and action, rather than match to a particular set of careers.

### You could ask young people...

#### Which

route did you take and why?

#### Why

do you think the careers on your career ideas list were suggested?

#### ...Can

you see any relationships between them?

#### Which

of the careers on your career ideas list interests you the most & how are you going to find out more about it/them?

#### Which

of the careers on your career ideas list interests you the least?

#### ...Why

do you think that was suggested?

#### ...What

is it that puts you off this/these career(s)?

#### Which

Area(s) of Work did you like?

#### Did

you click through to an individual career?

#### ...Why

was that?

#### ...Why

/not?

## What

subjects did you favourite?

### ...What

did you think about the careers that are linked to those subjects?

## Did

you raise your expected qualification level using the Future Booster?

### ...If so,

how many new career suggestions were there?

## Did

you look up any of your own career ideas in the full careers list?

### ...What

did you find?

## Which

HE courses did you favourite and add to your 'My Profile' area?

## Are

there careers you are interested in that aren't in Kudos HE?

### ...Where

could you find more information about them?

### ...Could

you find out if they are suitable by identifying the main features and whether you like or dislike them?

## Which

skills did you select as 'Highly Skilled'?

Remember that:

- Kudos HE has been designed to provide a personal experience and so, discussion should focus on the young person's feelings.
- Young people should be encouraged to make notes on their printout during the discussion, crossing out things that they feel are no longer valid and making amendments. You could also encourage young people to use Kudos HE again when significant factors may have changed, for example after exam results.
- Kudos HE is not the answer - it is the beginning of a process of enquiry, investigation and action.

The course of action after using Kudos HE depends on many factors, including:

- The young person's age or the point they are at in their education
- The decisions that they have to make
- Their vocational maturity

You could recommend that young people carry out further research into careers that interest them. Topics and methods for further research could include:

- Availability of opportunities, both locally and nationally
- Alternative entry routes
- The aptitudes and personal qualities needed to enter a career
- Levels of competition for entry into different courses, training schemes and careers
- Trying out careers through work experience or work shadowing
- Arranging a further interview, or another Kudos HE session, or both
- Discussion with other influential people: teachers, parents, mentors, etc.
- Using Kudos HE from home or another internet enabled location to enable them to do follow up work.

For any additional information, please contact us at [enquiry@cascaid.co.uk](mailto:enquiry@cascaid.co.uk) or telephone us on +44 (0) 1509 226868.