# focus point

**www.focuspoint.org.uk**

*Focus Point* supports pupils from S1 to S6, with information, advice, tools, and activities related to:

- *School subject choices*
- *College and university applications*
- *Preparing for higher education*
- *Career ideas*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**School:**

**School key-code:  Teachers can provide your school keycode**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

## Registration:

Creating an account on *Focus Point* will allow pupils to:

- Register on FOCUS West programmes (e.g. Top-Up Programme)
- Access additional activities and save course and career searches
- Record their activities, achievements, interests and skills in a personal e-profile
- Use a UCAS Personal Statement writing tool
- Join 'Social Groups' specific to their interests, allowing them to communicate with pupils from other schools who are aiming to pursue similar post-school routes.

To register, <u>pupils</u> must:

- Follow the link in the top right of the home page to complete the online registration form.
- Enter their 'School key-code' (above). Once registered, they will not be required to enter it again. Thereafter, they will login with their email address and the password they have created.
- *FOCUS West will not share pupil details with any other individual or organisation.*

<u>Teachers</u> can create their own accounts, manage pupil registers, and comment on their pupils' Profiles:

- To view the details and Profiles of your registered pupils, go to the 'MY PUPILS' page within the *For Teachers* section.  Here, you can search for individual pupils, view their Profile by clicking on the icon next to their name, and add comments via the 'Teacher's Area' tab. In the 'Programme Registers' table, you can approve your pupils' participation in FOCUS West activities.

## Site features:

## S1:

- Self-evaluation activities, linking favourite subjects and activities with skills and careers
- Introduction to college and university
- Links to career self-assessment tests and job profiles

**S2-3:**
- As above, plus:
- Advice on choosing school subjects, including two interactive tools:
    1. *Job Matcher* – links school subjects with related jobs.
    2. *Subject Chooser* – lists the <u>essential</u> subjects required for entry to particular HE courses and careers. (N.B. S4-6 pupils can also view grade entry requirements.)

**S4-6:**
- Advice on applying to university, including researching course options, writing UCAS personal statements, and accessing specialist courses.
- Advice on applying to college, including making applications, preparing for interviews, and 'articulation' routes to university.
- Advice on preparing for higher education, including student case studies, a 'glossary of terms', and guidance on student finance and accommodation.
- Advice on gaining work experience.
- Careers guidance, including links to career ideas and advice on job applications and apprenticeships.

## My Profile:

Creating an account allows pupils to build (and save/print) a personal e-profile with the following features:

- *My Personal Statement:* Drawing on the saved results of activities completed elsewhere on the site, pupils are encouraged to write about their interests, skills, achievements, and goals.
- *My Log:* Allows pupils to keep a record of their activities and achievements throughout their school career, categorised by curriculum area.
- *My Qualifications:* Pupils can record and update their qualifications and current subjects
- *My UCAS Statement:* Allows senior pupils to draw on the information they have previously entered in their Profile and practice drafting their UCAS Personal Statement.
- *My Favourites:* Records the saved results of pupils' course and job searches.
- *My Files:* Pupils can attach related images and documents to their recorded activities and achievements.
- *My Groups:* Allows senior pupils to join 'Social Groups' related to the HE course area or institution they are applying to. Membership of a Group allows pupils (a) to access information or opportunities related to that group (b) to communicate with group members from other schools on the 'Talking Point' instant messenger. FOCUS West will also respond to any questions raised on Talking Point. (*N.B. FOCUS West strictly moderates use of this messaging feature.*)
- *Print Profile:* Pupils can customise their Profile at any time, choosing which sections they wish to export for download and printing. Click on the 'Print Profile' icon on the *About Me* tab.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

## <u>Contact:</u>

*For any queries regarding Focus Point, please contact:*
   *Email: [focuswest@strath.ac.uk](mailto:focuswest@strath.ac.uk)*