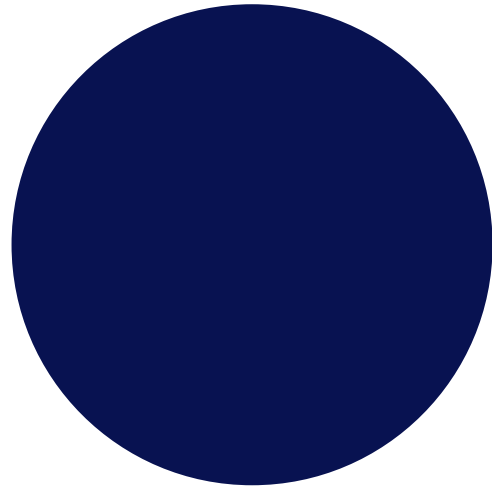


Gateway to work

Teacher and Career
Leader Guide and FAQs

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Welcome to Gateway to work

Since 1960, Reed have been helping people with their careers. Through sharing our free careers programme, we hope to empower students and young adults across the UK to make informed choices about their pathways and navigate the often challenging transition from education to employment. The curriculum design has been informed by the Gatsby benchmarks and latest government guidance, our knowledge of recruitment and the labour market and our experience in the learning and education sectors.

We hope that through using this programme, your students develop greater confidence and clarity about their careers and feel prepared to begin their journey into the workplace.

We have put together this teacher and career leader guide to help you self-administer the programme across your setting(s). Here, you will find more information on what our programme covers, a curriculum guide to help you plan the delivery of it to fit around your timetable and students' needs, as well as some FAQ's that you can turn to when in doubt.

Let's get started!

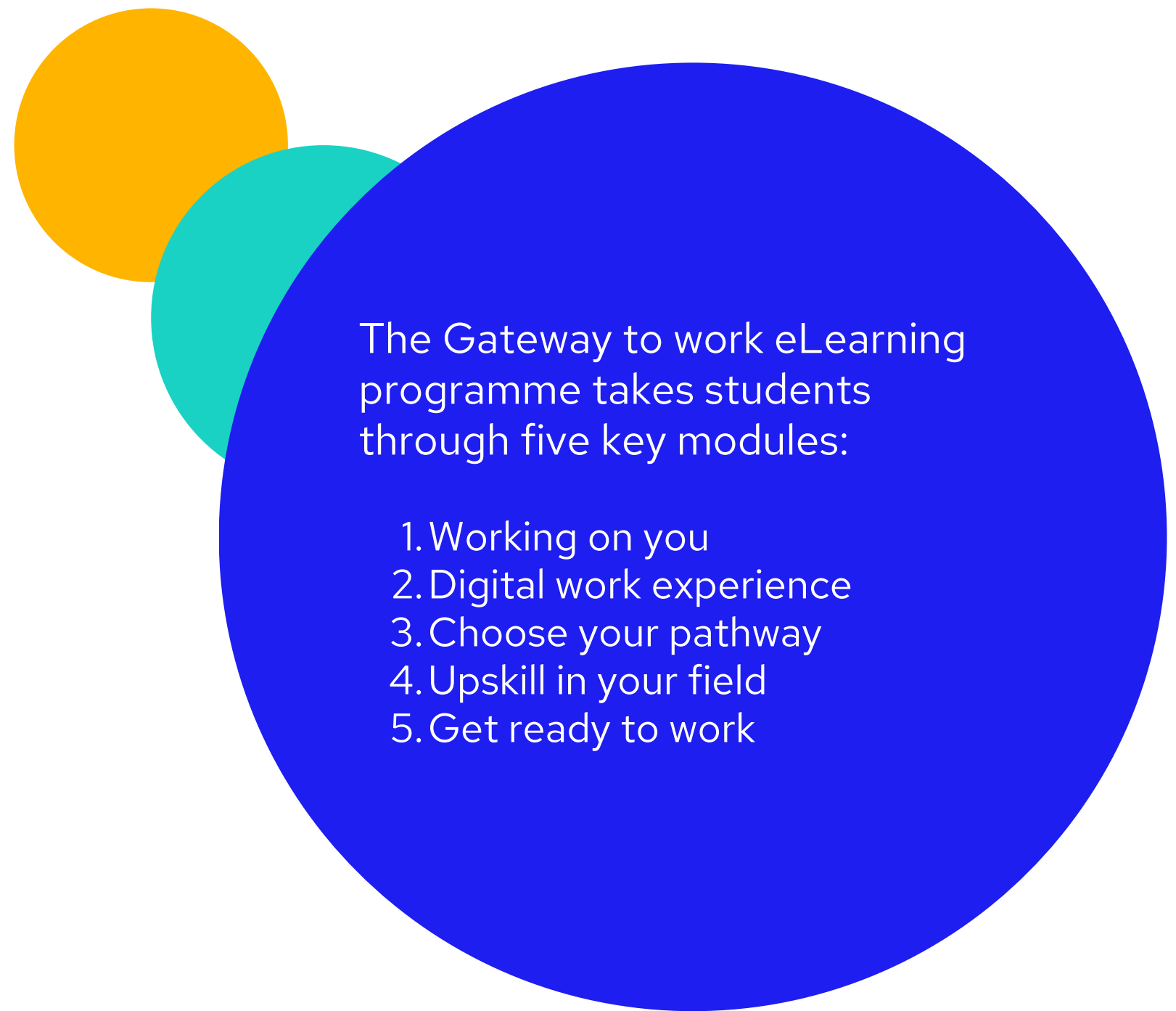


What is Gateway to work?

Gateway to work is a digital first careers program supporting students on their journey from education to the workplace.

During the eLearning course they will have the opportunity to work through five key modules to help them learn more about themselves, build their skills, knowledge and confidence, ready to begin their career.

They will also have the opportunity to identify suitable career options, complete multiple virtual work experience placements, build an effective CV and experience an AI supported first job interview with our CEO James Reed.



The Gateway to work eLearning programme takes students through five key modules:

- 1. Working on you
- 2. Digital work experience
- 3. Choose your pathway
- 4. Upskill in your field
- 5. Get ready to work

Module one: Working on you

A chance to reflect on who you are, your values, mindset, strengths and weaknesses.

Learn about the employability skills you may have already and identify those you want to develop.

Build strategies to manage your wellbeing at work and explore ways to navigate workplace relationships, including how to ask for and deal with feedback from future managers and colleagues.



Module two: Digital work experience

Explore different roles through digital work experiences in authentic situations, at real companies.

With 18 work experiences to choose from you can complete real tasks from a variety of different sectors including Brand and Marketing, Human Resources, Customer Experience, Catering, Sales, Care and many more.



Module three: Choose your pathway

Discover the different work, training, and further education options available and reflect on the right pathway for you.

Benefit from access to the latest labour market data to help you make decisions about your future.

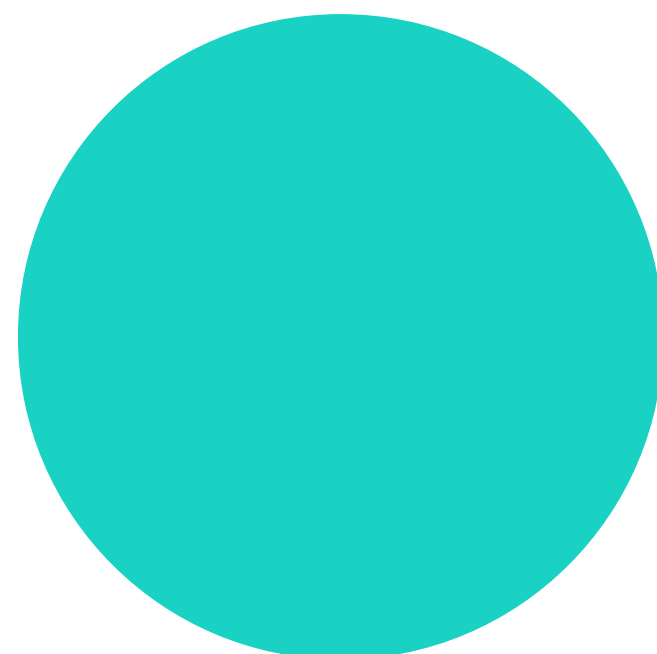


Module four: Upskill in your field

Focus on the skills you need to prepare for work and the different ways you can develop them, from academic routes to practical pathways.

You will also get access to five FREE courses, worth a total of £60!

Digital Marketing | Project Management |
HR Management | Leadership & Management |
Food Hygiene Level 2 |



Module five: Get ready to work

Learn everything you need to know to land your first job, from advice on how to write a winning CV to how to search for a job.

Get tips to help you nail your first interview and benefit from exclusive access to an AI-powered authentic mock-interview experience, which uses a tool that is already being used by employers across the world to recruit thousands of candidates, including Iceland and Qantas Airways.



Instructions of usage and distribution for teachers:

How to get started:

- Step 1: Register [here](#) to view all of the content yourself on our secure host platform, Teachable - make sure this is approved by your school firewall and that your school system can receive emails from @reed.com and @teachable.com
- Step 2: Share this [link](#) with your students to sign up for themselves - make sure to remind them to use their school email address to create an account

Our programme is web-based and accessible from PCs, mobiles and tablets so is readily available inside and outside of school.

If you have any questions, please contact gtw.support@reed.com



Curriculum Guide

This curriculum guides gives you an overview of the programme and will help you prioritise modules and sessions in your timetable. We have added estimated completion times to help you with this.



1. WORKING ON YOU

Lecture	Learning objective	Learning outcome	Teacher guidance	Estimated time to complete
Introduction to Gateway to work	<ul style="list-style-type: none"> - Use this session to set expectations around the programme and make sure all students have access to the tool. - You may want to talk about the schedule for completion over the course of the academic year(s), the role of homework, tutor time, drop down days etc - Remind students where to save their files on the shared drive and set expectations around how and how often they should share their work with the teacher/ career advisor 			5 mins
Introduction to working on you	1. Learn about what this module will cover and how it will help me on my journey from education to the workplace	<ol style="list-style-type: none"> 1. Understand what this module will cover and how it will help me on my journey from education to the workplace 2. Start reflecting on my thoughts and feelings about getting work ready 	- Remind students about the value of self-reflection in their journey to becoming work ready	5 mins
What do you value?	1. Learn about how to identify my values and how this can help steer me when making choices about my future career	1. Identify and reflect on my own values and what this means for my future career	- Some students may find identifying and prioritising their values challenging. Allow them enough time to reflect and remind them that nothing is final, their values will evolve over time	30 mins
Positive mindset and self-belief	<ol style="list-style-type: none"> 1. Learn about growth mindset and how this makes a difference when thinking about careers 2. Learn about self-belief, and how to work with my inner critic and inner-nurturer in relation to getting ready for work 3. Learn about what imposter syndrome is and how you can manage it in relation to getting ready for work 	<ol style="list-style-type: none"> 1. Understand how to develop a growth mindset and the impact mindset can have on me and my career 2. Understand how you can develop self-belief and manage it in relation to getting ready for work 3. Understand and explain what imposter syndrome is and how you can manage it in relation to getting ready for work 	<ul style="list-style-type: none"> - This is quite a lengthy session with 2 videos and 2 significant activities to complete. You may want to direct students to complete activities 5 and 6 on imposter syndrome in a separate session - Remind students that imposter syndrome is something that lots of students and adults experience and is nothing to be ashamed of or worried about. 	30 mins
Strengths at work	<ol style="list-style-type: none"> 1. Learn about the benefits of living in my strengths in the context of both my personal wellbeing and my career 2. Explore my character strengths and practical strengths, including how others might see me 3. Consider how I can use my strengths to guide my education and career choices 	<ol style="list-style-type: none"> 1. Develop my reflective skills 2. Identify my character strengths and practical strengths based on my own reflections and how others might see me 3. Develop my thoughts about how my strengths might guide my education and career choices 	- Some students may struggle with some of the vocabulary in the strengths table, encourage them to use a dictionary	30 mins
Employability skills	<ol style="list-style-type: none"> 1. Learn what employability skills are, and the difference between behavioural and technical skills 2. Learn what the top behavioural employability skills are and why they are valuable for employers 	<ol style="list-style-type: none"> 1. Understand what behavioural and technical skills are 2. Understand what the top behavioural employability skills are and why they are important 3. Evaluate my behavioural and technical employability skills and decide which skills I want to focus on developing further 	- Some students may get confused about the difference between technical strengths and technical skills.. To explain - a student may have a technical skill e.g. be able to use Microsoft Office and hence want to put this on their CV, but they wouldn't consider it a strength that they want to base their career decisions on.	30 mins

1. WORKING ON YOU

Lecture	Learning objective	Learning outcome	Teacher guidance	Estimated time to complete
Wellbeing and working	<ol style="list-style-type: none"> 1. Learn about physical, mental and emotional wellbeing and ways to manage wellbeing 2. Explore my own wellbeing and strategies I can use to manage my own wellbeing now and in the workplace 2. Learn about the relationship between stress, performance and wellbeing, and how this can apply to my journey through education and into work 3. Explore how stress affects me and ways I can manage my stress 	<ol style="list-style-type: none"> 1. Understand physical, mental and emotional wellbeing 2. Reflect on my own wellbeing and strategies I can use to manage it now and in the workplace 3. Understand the relationship between stress, performance and wellbeing, and how this can affect my journey through education and into work 4. Identify and reflect on how stress affects me and identify ways I can manage stress 	<ul style="list-style-type: none"> - This session is quite long so you may want to split it into two parts - items 1-3 and 4-5. Each part has a video and an activity booklet - There is a wellbeing quiz after the first video. Encourage students to complete this alone in quiet so they have a chance to reflect. Keep an eye out for any students that self-assess as having a low wellbeing for safeguarding purposes. Give students a future opportunity to speak about their wellbeing in a private space if needed e.g. after school, at the end of the session, break time 	30 mins
Managing workplace relationships	<ol style="list-style-type: none"> 1. Learn about how to manage workplace relationships, including how to build trust and adapt to different communication styles 2. Explore my own communication style 	<ol style="list-style-type: none"> 1. Understand how to manage workplace relationships, including how to build trust and adapt to different communication styles 2. Identify and reflect upon my own communication style and what this means for me now and in my career 	<ul style="list-style-type: none"> - This session has quite a long activity, you may choose to give some of it as homework. - Working out their communication style requires some basic arithmetic and spatial reasoning that you may need to support some students with - The communication styles information is quite extensive, encourage students to focus on reading about their own style if short for time - Could have a class/ small group discussion about differences in their own communication styles 	30 mins
Self-awareness and starting your career action plan	<ol style="list-style-type: none"> 1. Learn about the value of reflection and how it relates to self-awareness 2. Learn how to ask for, deal with, respond to and learn from feedback 3. Learn about how and when it may be appropriate to give feedback in the workplace 	<ol style="list-style-type: none"> 1. Understand how to develop self awareness through reflection 2. Understand the value of feedback, how to ask for, deal with, respond to and learn from feedback 3. Understand how and when it may be appropriate to give feedback in the workplace 4. Summarise my learning about myself into my career action plan 	<ul style="list-style-type: none"> - Make sure that students save their action plan somewhere safe as they will need to go back to it throughout the course 	30 mins

2. VIRTUAL WORK EXPERIENCE

Lecture	Learning objective	Learning outcome	Teacher guidance	Estimated time to complete
Introduction to Digital work experience	<ol style="list-style-type: none"> Learn about the different work experience opportunities available in this module Learn about the different sectors in the economy and the departments that companies have that I might want to work in 	<ol style="list-style-type: none"> Decide which of the work experiences I want to try based on which sectors and departments I'm interested in 	<ul style="list-style-type: none"> Students don't have to complete all the work experiences available but we suggest that they complete at least ten to get the full benefit of the programme. Although some students may already know what career they want to pursue, the virtual work experience is an opportunity for them to explore other options and develop employability skills such as critical thinking and problem solving. Encourage them to complete work experiences outside their main area of interest. 	20 minutes
Digital work experiences	<ol style="list-style-type: none"> Learn what it's like to work at different companies, across a variety of roles and departments through "meeting" a variety of people in different roles, and completing different tasks <p>Example departments may include:</p> <ul style="list-style-type: none"> Business analysis/ management Customer Service & Customer Experience Design Finance Health & care Hospitality & Catering Human Resources Innovation and transformation IT Legal Marketing & PR Translation Procurement and operations Product and technology Sales 	<ol style="list-style-type: none"> Understand more about what different sectors do, what roles there are, what kind of work I could be doing 	<ul style="list-style-type: none"> Some of the work experiences may include business language students don't yet understand. Encourage them to research anything they're unsure about. 	Approximately 2 hours per experience

2. VIRTUAL WORK EXPERIENCE

Lecture	Learning objective	Learning outcome	Teacher guidance	Estimated time to complete
Reflecting on digital work experience and what it means for my journey from education to work	1. Reflect about what I enjoyed/ disliked about my digital work experience, where my strengths and weaknesses are, and what this means for me and my journey from education to work	1. Understand what I enjoy/ dislike and current strengths and weaknesses are in relation to future employment opportunities 2. Start building thoughts on what this means for me next in my journey from education to work (<i>input to career action plan</i>)	<ul style="list-style-type: none"> - At the end of the module, students are asked to reflect on what they liked and disliked about each experience. Remind them to take note of the sectors they're interested in. They'll be exploring all the sectors in more detail in module 3. 	20 minutes

3. CHOOSE YOUR PATHWAY

Lecture	Learning objective	Learning outcome	Teacher guidance	Estimated time to complete
Apprenticeships	<ol style="list-style-type: none"> 1. Learn about apprenticeships and how they might help me on my career journey 2. Reflect on the what I like and dislike about apprenticeships based on my strengths, interests and ambitions. 	<ol style="list-style-type: none"> 1. Understand what apprenticeships are and how they might help me on my career journey 2. Understand the pros and cons of completing an apprenticeships based on my strengths, interests and ambitions. <i>(input to career action plan)</i> 	<ul style="list-style-type: none"> - Where possible, students should watch this video and the video about post-16 education consecutively 	5 mins
Staying in full-time education	<ol style="list-style-type: none"> 1. Learn about the different education/training options available to me at 16+ and how they might help me on my career journey 2. Reflect on the advantages and disadvantages of different post-16 education routes based on my strengths, interests and ambitions. 	<ol style="list-style-type: none"> 1. Understand the difference education and training options available at 16+ 2. Identify the education and training options that might suit me and be informed in order to reflect/discuss with others <i>(input to career action plan)</i> 	<ul style="list-style-type: none"> - Some students may feel uncertain about what they want to do next and may need some guidance in this area. Encourage them to look back at their strengths, values, interests and work experience to help them understand what might be suitable for them - Remind students that the decisions they make in this module aren't set in stone and they can always change their minds in the future (or even during this course) 	20 mins
Your options post-18	<ol style="list-style-type: none"> 1. Learn about the different education, training and employment options available to me at 18+ and how they might help me on my career journey 2. Reflect on the advantages and disadvantages of different routes based on my strengths, interests and ambitions. 	<ol style="list-style-type: none"> 1. Understand the different education, training and employment options available at 18+ 2. Identify the education, training and employment options that might suit me and be informed in order to reflect/discuss with others <i>(input to career action plan)</i> 	<ul style="list-style-type: none"> - At this stage, it's important for students to keep their options open. Encourage them to explore each option equally 	40 mins
Understanding the different sectors (7 sessions in total)	<ol style="list-style-type: none"> 1. Learn about the different sectors I could work in 2. Learn about the jobs available in different sectors 3. Learn what different roles and careers involve and what skills and qualifications I need to access them 4. Reflect on the aspects of these jobs that do/don't appeal to me. 	<ol style="list-style-type: none"> 1. Understand what my employment opportunities could look like in different sectors/jobs/skill sets. 2. Deepen my understanding of the different roles available in each sector 3. Clarify what I'm looking for in my future job 	<ul style="list-style-type: none"> - This is a lengthy session with seven videos covering a variety of sectors. You may want to break this session into smaller lessons, with a class or small group discussion about each sector. You could use this discussion to explore why that sector is important and to help students reflect on what they like and dislike - We've provided a list of careers available in each sector, however, this list is not exhaustive. If students are interested in a different career they should use the internet to conduct their own research 	90 mins

3. CHOOSE YOUR PATHWAY

Lecture	Learning objective	Learning outcome	Teacher guidance	Estimated time to complete
Understanding the labour market	<ol style="list-style-type: none"> 1. Learn about which sectors/ jobs/ skills are currently in high/low demand, likely to grow or are considered stable 2. Explore earning potential now and in the future across different sectors 3. Reflect on how the labour market might affect the decisions I make about my career 	<ol style="list-style-type: none"> 1. Understand the relationship between market demand and employment opportunities 2. Understand what my employment opportunities could look like now and in the future in different sectors/ jobs/ skill sets 3. Start building my thoughts on what's important to me regarding employment opportunities based on labour market data (<i>Input to career action plan</i>) 	<ul style="list-style-type: none"> - The activity in this session requires students to analyse data and draw conclusions from that data, which some students may find challenging. You may want to leave some time at the end of the session to discuss the answers as a class 	40 mins
Evaluating your options	<ol style="list-style-type: none"> 1. Learn what I should consider when choosing a career (strengths and values, salary, risk aversion, personality type etc) 2. Explore what is most important to me when choosing a career 	<ol style="list-style-type: none"> 1. Understand what I need to consider when choosing a career 2. Deepen my understanding of what's important to me regarding employment opportunities (earning potential, lifestyle, passions, security, risk). (<i>Input to career action plan</i>) 	<ul style="list-style-type: none"> - Students are given a short personality quiz to get them thinking about what jobs they might enjoy doing. Encourage students to discuss their quiz results with a peer, while reflecting on the parts of the descriptions they do or don't agree with - Remind students that this is just a starting point for looking at their personalities and all people are multifaceted with many different characteristics that make up who they are. They're free to accept or reject the descriptions as they see fit 	30 mins

3. CHOOSE YOUR PATHWAY

Lecture	Learning objective	Learning outcome	Teacher guidance	Estimated time to complete
Exploring your pathways into employment	<ol style="list-style-type: none"> 1. Learn about the different routes to the same job 2. Revisit the different education, training and employment options available to me at 16+ and 18+ in light of understanding the labour market and what's important to me. 3. Learn where to look to find out more about different jobs/sectors 4. Research my chosen sectors, what skills I need and how I can get there. 	<ol style="list-style-type: none"> 1. Understand the different pathways I can take into the same career 2. Reconsider/reinforce my preferences surrounding education, training and employment in light of the labour market and what's important to me. 3. Understand the skills and qualifications I need to get into the sectors that interest me. <p>Prepare to discuss my thoughts with others (<i>input to career action plan</i>)</p>	<ul style="list-style-type: none"> - This is a research-heavy session which students should complete quietly on their own - While we've provided links to support their research students should be encouraged to use other methods to help them find more information about their chosen careers 	15 mins
Reviewing your career action plan	Share and reflect on career action plan with peers/teacher/career advisor for feedback	Refine career action plan based on feedback from peers/teacher/career advisor	<ul style="list-style-type: none"> - Students will be recording information in their career action plan throughout this module. Once they have completed this section of their career action plan, they should reflect on their plan with peers/teacher/career advisor and refine their action plan accordingly 	15 mins

4. UPSKILL IN YOUR FIELD

Lecture	Learning objective	Learning outcome	Teacher guidance	Estimated time to complete
Level-up your employability skills	<ol style="list-style-type: none"> 1. Refresh my knowledge of the different employability skills 2. Learn why it's important for me to continue developing my skills 3. Reflect on the different employability skills I need to develop for my career 	<ol style="list-style-type: none"> 1. Understand what the different types of employability skills are and why I need to develop them. 2. Decide which employability skills I want to work on during this module 	<ul style="list-style-type: none"> - Students can refer back to the first section of their career action plan to help them decide which employability skills they want to develop in this module 	5 mins
Different ways you can upskill	<ol style="list-style-type: none"> 1. Learn about the different ways that I can upskill 	<ol style="list-style-type: none"> 1. Choose and enroll on upskilling opportunities (free courses, discounted courses, events, research) 	<ul style="list-style-type: none"> - Reed Learning will provide students with a range of courses they can take to upskill in particular areas. That being said, students are encouraged to explore other ways of upskilling particularly in their area of interest 	10 mins
Complete courses/ attend webinars and collect credits	<ol style="list-style-type: none"> 1. Learn new skills/ knowledge/ experiences <p>Example courses may include:</p> <ul style="list-style-type: none"> • Leadership and management • Project management • Digital marketing • Human resources <p>We will add more courses to this section over the duration of the programme</p>	<ol style="list-style-type: none"> 1. Develop skills/knowledge/ experience in field of interest 	<ul style="list-style-type: none"> - Students can complete up to ten upskilling activities and work ready points per activity they complete - You may choose to have them complete these activities in class or as homework 	<p>Approximately 1.5 - 4 hours per course</p> <p>Other upskilling experiences vary</p>
Reflect on learning	<ol style="list-style-type: none"> 1. Reflect on what I have learnt and what this means for my journey from education to work 	<ol style="list-style-type: none"> 1. Understand how my developed skill set impacts what I want to do next in terms of my journey from education to work e.g. Am I still on the same learning/work pathway? Do I still have the same career ambitions? (<i>input to career action plan</i>) 	<ul style="list-style-type: none"> - Students can use the employability skills section of their career action plan to assess how confident they feel in the skills they have worked on. Encourage them to reflect on whether or not they feel they have improved and by how much. (For example, if they gave the skill a ½ in module one, what number would they give it now?) 	10 mins

5. GET READY TO WORK

Lecture	Learning objective	Learning outcome	Teacher guidance	Estimated time to complete
Introduction	Learn what this module will cover and how it will help me when I start applying for jobs.	Understand what this module will cover and how it will help me when I start applying for jobs.	<ul style="list-style-type: none"> - Over the course of this module, students will learn what goes into writing a great CV and cover letter, and will also have the opportunity to complete a virtual interview - Students should use the career they chose in the Choose your Pathway module to conduct their job search, and to write their CV and cover letter 	20 mins
Finding the job you want	<ol style="list-style-type: none"> 1. Learn how to search for a job 2. Learn about the different types of employment contracts 3. Learn how to get found by recruiters 	<ol style="list-style-type: none"> 1. Understand how to search for a job and the different routes available. 2. Create a shortlist of 10 jobs that you are interested in (<i>input to career action plan</i>) 	<ul style="list-style-type: none"> - Students should look for entry level jobs in their chosen field. Some careers (for example if they want to be a doctor) won't have entry level jobs because of their qualification requirements. If this is the case, students should look for entry-level jobs in a related or adjacent field. Some students may need some support with this 	15 mins
A step-by-step guide to writing a CV	Learn about the components of a CV and how to write one	1. Write (the first draft) of a generic CV	<ul style="list-style-type: none"> - Some students may feel unsure about what they can put on their CV. Remind them to include their virtual work experience and upskilling exercises from earlier modules. Small group/whole class discussion may also help to generate ideas. 	15 mins (without the main activity)
Designing a CV that looks the part	1. Learn how to present my CV in a visually appealing format	1. Understand how to make my CV visually appealing	<ul style="list-style-type: none"> - Students should use the resource provided to ensure they aren't committing any CV faux pas. They'll then review their CVs in the next session 	10 mins
Let's review and get feedback	1. Learn how to review a CV with a checklist to improve my CV and other students'	<ol style="list-style-type: none"> 1. Give constructive feedback on a peer's CV 2. Improve my CV based on peer/ teacher/ career advisor review on my generic CV 	<ul style="list-style-type: none"> - Students should work in pairs to review each other's CVs using the checklist provided. - You may want to begin the session by reminding them what constructive feedback is (covered in Module 1) and how to give it 	20 mins

5. GET READY TO WORK

Lecture	Learning objective	Learning outcome	Teacher guidance	Estimated time to complete
Tailoring your CV to the job	1. Learn how to tailor my CV to a specific job application (choose from 3-10 jobs(?) to apply to)	1. Produce a tailored CV for a specific job advert	<ul style="list-style-type: none"> - This session requires students to think rationally about what information they need to include when they're applying for specific jobs. Some students may need some extra support with this 	30 mins
Writing a cover letter that gets you noticed	<ol style="list-style-type: none"> 1. Learn what a cover letter is and why it's important 2. Learn how to write a cover letter 	1. Produce a cover letter for the (same) specific job advert	<ul style="list-style-type: none"> - Students have been provided with a detailed template to help them write their cover letter. Students who would like more of a challenge may want to try their hands at writing a cover letter without the template. 	60 mins
How to fill in an application form	1. Learn how to fill in a job application form, using my CV and cover letter as a tool	1. Fill in a job application form using information from my CV and cover letter	<ul style="list-style-type: none"> - Depending on the age of the students, you may want to have them complete a real application form (without sending it) to ensure they fully understand the process and what they need to include 	5 mins
How to prepare for an interview	<ol style="list-style-type: none"> 1. Learn how to prepare for an interview 2. Learn how to deal with interview rejection 	1. Understand the steps involved to physically and mentally prepare for an interview	<ul style="list-style-type: none"> - Remind students that rejection is part and parcel of life and something everyone – even adults, have to experience. While they will experience uncomfortable emotions at times of rejection, remind them that they can use positive self-talk and the growth mindset to help them through this 	60 mins
Why you? Interview simulation	<ol style="list-style-type: none"> 1. Learn what it's like to do a job interview 2. Reflect on my feedback and experience 	<ol style="list-style-type: none"> 1. Understand and experience a job interview 2. Understand where I did well and how I could improve. 3. Take steps to improve e.g. further research, question prep, confidence activities etc 4. Input into career action plan 	<ul style="list-style-type: none"> - In this session, students will complete two interviews – one written and one which they will film themselves. Once they've completed the first interview they'll receive a 'My Insights' email which they should look through before beginning their second interview - Students will need a quiet place to complete the video interview. 	60 mins

FAQs:

Below are answers to some frequently asked questions that you might find helpful:

How do the students sign up?

The students need to sign up to [here](#). They should use their school email address and a password they would remember to create their account.

How do students log in?

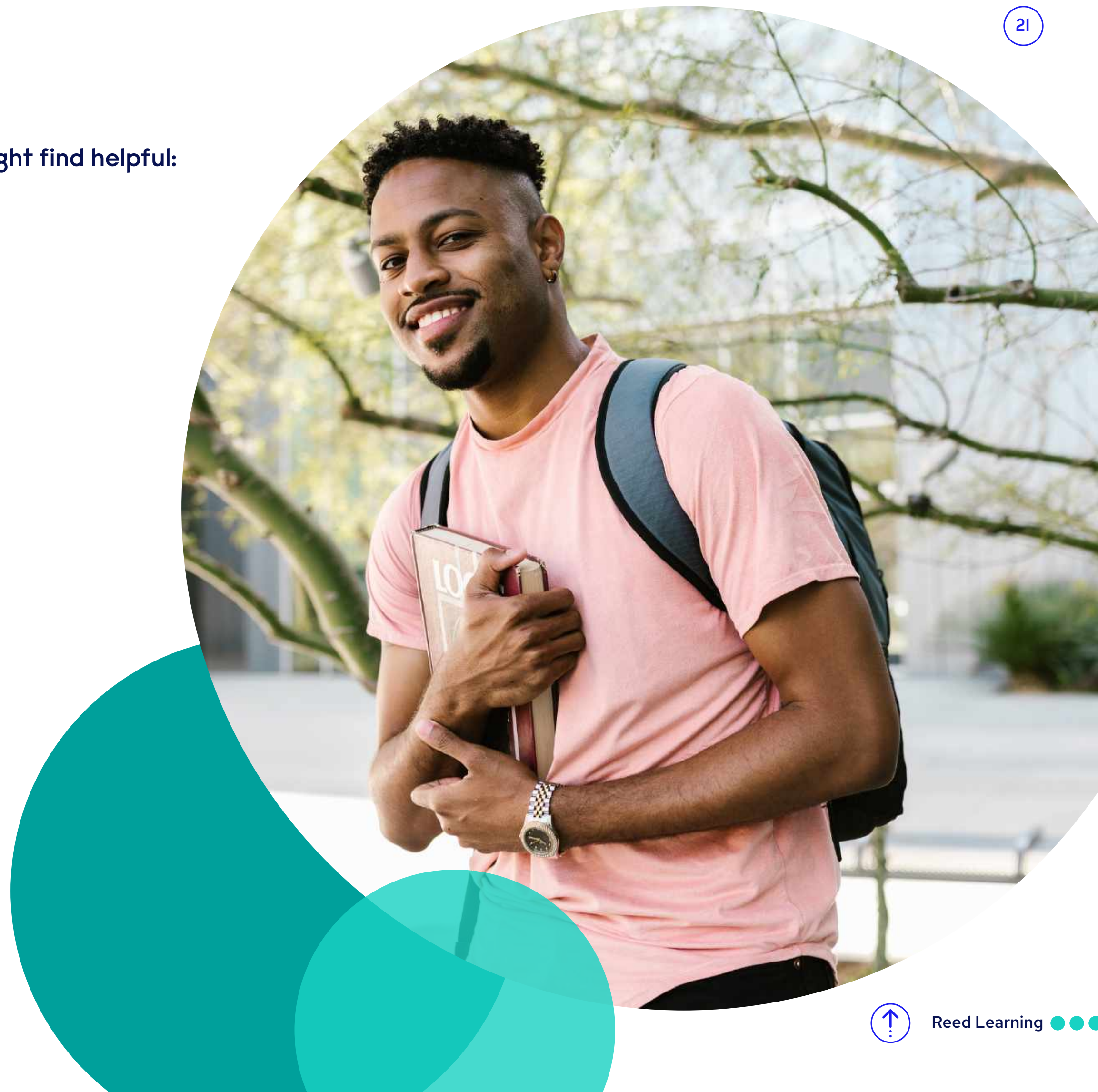
Once the students have signed up, they can then use this [log in link](#) to key in their email address and password each time they need to log in.

How do I manage the curriculum with my school timetable?

We have shared the curriculum with you in this document. It is completely at your discretion of how you implement the different modules and sessions into your timetable; according to what works best for you, your students and your school.

What happens if a student forgets their password?

If a student forgets their password, they can go on to the login page and then click on forgotten password. They will then receive a link to their email, allowing them to re-set their password.



What oversight will I have of the students work?

You will be able to see the students completing their work during the class. They will be able to download and complete certain activities and share those with you.

Can we use your program with our SEND students?

Our product has been developed with mainstream students in mind as this is our first iteration. However, we have aimed throughout to make it accessible to a wide range of students. Every student has their own login, encouraging independent learning and breaking down activities into smaller steps. Using the interactive content, subtitled videos and extensive downloadable resources, students can complete the programme at their own pace. Our teacher curriculum can also be used by class teachers and TAs to get the best out of the programme, meeting the needs of their individual students. We highly recommend that teachers self-register to access the portal in order to see the full programme and access all the resources.

How do I manage the curriculum with my school timetable?

We have shared the curriculum with you in this document. It is completely at your discretion of how you implement the different modules and sessions into your timetable; according to what works best for you, your students and your school.

Who do I contact if me or my students need technical support?

If you or your students need any technical support, in the first instance, please reach out to support@teachable.com

Who do I contact if I have any queries about Gateway to work?

If you have any queries about Gateway to work, please email gtw.support@reed.com



What links / email domains does my school need to make accessible for our students to successfully complete this program?

To successfully complete the program, your school will need to safelist the following domains: m.teachable.com, z.teachablemail.com, em.teachable.com, teachable.zendesk.com, teachable.com, reed.com, product.sapia.ai and @reed.com

Where can I find the Privacy Policy and Terms of use?

You can find the Privacy Policy [here](#) and the Terms of Use [here](#).

What data will you hold about the students?

We will keep the student's name and the email address that they use to sign up. Ideally, this will be the school email address. More details can be found in the [Privacy Policy](#).

What other parties/companies do you work with?

We work with Teachable to host our program. We also work with Sapia to host our AI interviews. More details can be found in the [Privacy Policy](#).

What type of marketing will the students receive from yourself?

The students will not receive any form of marketing from us.

