

# Lesson plan

## Personal statements

Time: 1 hour  
 Topic: Personal statements to support applications  
 ACEG Aim: Be confident in handling applications and selection  
 ACEG Area of Learning: Developing skills for career management and employability

### Learning objectives:

By the end of the session, students will be able to:

1. name two uses for personal statements
2. list three different types of information that they could include on the statement, and
3. write a personal statement.

### Pre assessment:

- Ask students what they think a personal statement is and why they may need to have one.

1 mins

### Opening:

- Clarify the term personal statement and write up a definition — a personal statement is a broad statement of intent that includes aspirations and details personal skills, qualities, interests, achievements and successes.
- Explain the three objectives of the lesson and provide a brief outline of what will be covered in this session.

2 mins

### Engagement and participation:

#### Activity 1

- Now they have a definition, explore in smaller groups what type of information should be included in a personal statement. Ask students to name headings for inclusion. Ask the groups to feed this back and to look at what should or should not be in a personal statement. Reach an agreement. The list should include aspirations, interests, achievements, work experience, part time work, school work, qualities, skills and values. Inform students that people who read personal statements do not want to just read a description, they want to know why students do something, what motivates them, what they have learnt, what they are like as a person and what they aspire to. This is so they can get a sense of what the student is like as a person.

10 mins



# Lesson plan

## Enhancement and differentiation:

- Students of lower ability will need support when completing their personal statements. For some students, seeing the positive and recognising wider personal achievements is difficult. One-to-one conversations may need to be held with some students to draw out their abilities. Simplified versions of the template can be created to meet their needs.
- Encourage more able students to access and use written data from other sessions and place into the template. This will encourage students to see how information can be used and linked.

## ACEG

The ACEG Framework, supported by Ofsted, is a grid of outcome statements for 17 areas of careers and work-related learning at KS2, KS3, KS4 and post-16. This lesson plan relates to the following learning outcomes:

KS3: students know how to present themselves well when going through a selection process.

KS4: students know the strategies to use to improve chances of being chosen.

P16: students know how to prepare for and perform well in selection processes.