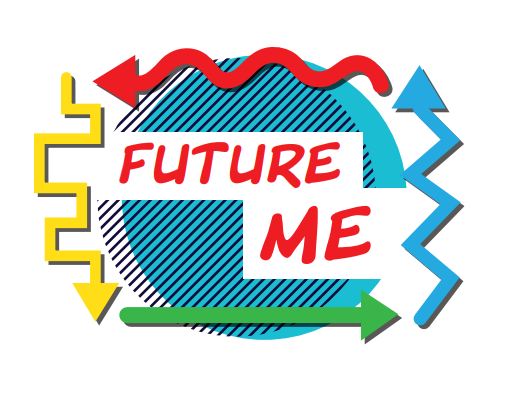


**Where do I want to be, how am I going to get there?**

Name ……………………………………………..

The theme for this month is to create a careers action plan.

By working through this booklet, you will be able to identify your current position, and make a plan about how to reach your career goal.

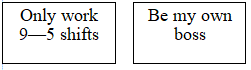
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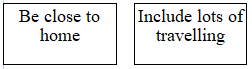
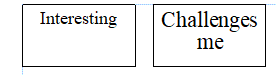


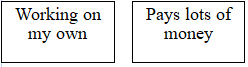
**Task 1 – What’s motivates me?**

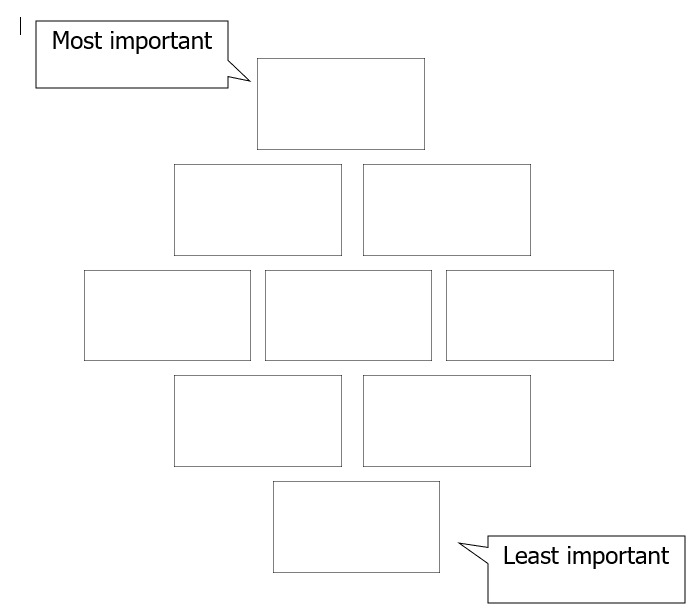
Sometimes, before you take a step forward, you need to assess your values and priorities – this can help you when making choices about your career.

Using the values on the cards below, complete the pyramid below – add your own if you’d like.









**Task 2 What are my current strengths?**

In the table below, assess your current skills and strengths. The skills down the left are all key employability skills – which ones are you good at? Which do you need to work on? In the evidence box, list a time when you have shown that skill, e.g. in your part time job or at college**.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Excellent** | **Ok** | **Needs work** | **Evidence I could use to prove it** |
| Punctuality |  |  |  |  |
| Time management/organisation |  |  |  |  |
| Communication skills |  |  |  |  |
| Independence |  |  |  |  |
| Empathetic –listening and understanding other people’s problems |  |  |  |  |
| Working in a team |  |  |  |  |
| Leadership skills |  |  |  |  |
| Presentation skills |  |  |  |  |
| Initiative – Thinking for yourself |  |  |  |  |
| Working accurately |  |  |  |  |
| Working with tools |  |  |  |  |
| Solving problems |  |  |  |  |
| Learning new skills |  |  |  |  |

Which skill do you want to work on and why?

…………………………………………………………………………………………………………………

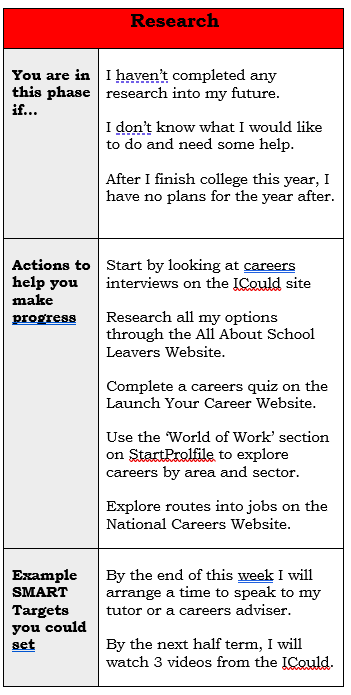
…………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………

Do some research and find out which skills do employers in the sector that you are interested in want – e.g. if you want to be a nurse – what are the top skills needed – identify the top 3

|  |  |  |
| --- | --- | --- |
| Job chosen = | | |
| Skills | Do I have them? Yes/No | Example of how I could show demonstrate the chosen skill |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**Task 3 – Steps to Success**

Everyone is at a different point on their careers journey – use the boxes below to decide if you are in the **RESEARCH, EXPERIENCE** or **ACT** PHASE. You can then make yourself an action plan to give yourself something to work towards**.**

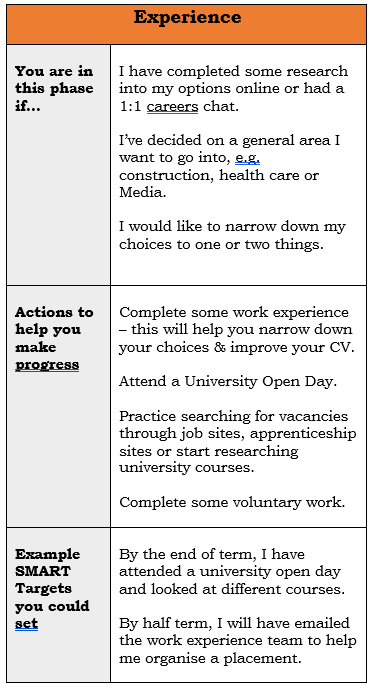
The **RESEARCH** phase is the first phase. If you have no plans for the future, you should look carefully at the actions to help you move forward and identify actions to help you take responsibility for your future.

Have a look at the websites below with RESEARCH next to them to help you.

Once you have completed these tasks, you can move to the EXPERIENCE phase

A good starting point is the:

* Careers quiz on Launch Your Career website
* Start Profile – the world of work section.
* Search for a job on the National Careers Service site



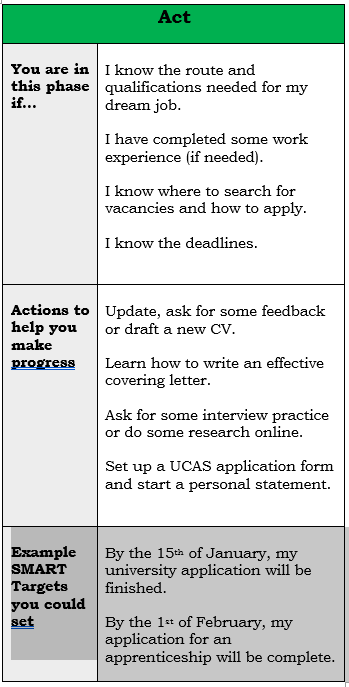
**The EXPERIENCE** phase is the second phase. If you have a general idea about the sector or area you want to work in, you should look carefully at the actions to help you move forward and identify actions you can take to take responsibility for your future.

Have a look at the websites below with EXPERIENCE next to them to help you.

Once you have completed these tasks, you can move to the ACT phase

A good starting point is the:

* National careers website, the job profiles will tell you the qualifications and experience you need for you chosen career
* This might then lead into more research about apprenticeships or university if needed.



The last section is the **ACT** phase, and this is where you know what you want to do, and feel ready to complete an application.

Have a look at the websites below with ACT next to them to help you.

A good starting point is the:

* Making sure you know the application process for your chosen area – do they want an application form or a CV? Will you be interview? What is the deadline?
* At this point, you may want a tutor to check your CV or you might need a practice interview.

**Useful websites to support you on your Steps to Success**

**‘’I want to explore different options and explore different jobs/careers’’**

|  |  |  |
| --- | --- | --- |
| **Weblink** | **Reasons to use** | **Stage in Steps To Success** |
| [www.direct.gov.uk/nationalcareersservice](http://www.direct.gov.uk/nationalcareersservice) | Using the ‘Explore’ section you can research different jobs, the entry requirements and routes into that role. | **Research** |
| [www.icould.com](http://www.icould.com) | The icould website features over 1,000 short videos of people talking about their jobs, and career articles on various topics. | **Research** |
| <https://www.careersbox.co.uk/> | Free, online collection of videos on a whole range of different careers, including lots of ‘a day in the life’ videos. | **Research** |
| <https://successatschool.org/> | Lots of free and impartial careers advice. The ‘Careers Zone’ contains job profiles for lots of different jobs and careers. | **Research** |
| <https://www.healthcareers.nhs.uk/> | Information on over 350 different health related jobs, including job profiles and quizzes. | **Research** |
| <https://www.goconstruct.org/> | Lots of information on careers within the Construction industry. | **Research** |
| <https://www.startprofile.com/> | Startprofile allows you to assess your current skills and explore a range of roles, including information on current and future job numbers. | **Research** |
| <https://launchyourcareer.com/> | If you are unsure about what you would like to do in the future, this is a useful website. | **Research** |
| [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk/) | The above websites aim to provide information on the range of options available to young people who don't want to go to university. | **Research** |
| [www.allaboutschoolleavers.co.uk](http://www.allaboutschoolleavers.co.uk) | Information and advice for school-leavers about your options. | **Research** |
| [www.do-it.org.uk](http://www.do-it.org.uk)  [www.volunteering.org.uk](http://www.volunteering.org.uk)  [www.ncvo.org.uk/ncvo-volunteering](http://www.ncvo.org.uk/ncvo-volunteering) | Useful websites if you would like to do some volunteering to boost your CV. | **Research** |

**‘’I want to explore job vacancies and apprenticeship vacancies’’**

|  |  |  |
| --- | --- | --- |
| **Weblink** | **Reasons to use** | **Stage in Steps To Success** |
| [www.gov.uk/browse/working/finding-job](http://www.gov.uk/browse/working/finding-job) [www.jobs.nhs.uk](http://www.jobs.nhs.uk/)  [www.indeed.co.uk](http://www.indeed.co.uk/) [www.jobsite.co.uk](http://www.jobsite.co.uk/) | These websites are useful if you are looking for part time or full time employment vacancies in the local area. | **Experience/Act** |
| [https://www.findapprenticeship.service.gov.uk/ apprenticeshipsearch](https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch) | If you are looking for an apprenticeship, this is a useful search tool. | **Experience/Act** |
| <http://www.carlisle.ac.uk/apprenticeships.html> | Lets you explore apprenticeships at Carlisle College and apply for vacancies. | **Research/Act** |
| <https://www.gen2.ac.uk/>  <https://www.system-group.com/>  <https://www.rwp.co.uk/>  <https://www.jtltraining.com/>  [https://www.cumbria.gov.uk/jobsandcareers/ apprenticeships/](https://www.cumbria.gov.uk/jobsandcareers/%20apprenticeships/) | Lets you explore apprenticeships at other training providers within the area and apply for vacancies. | **Research/Act** |
| [www.getingofar.gov.uk](http://www.getingofar.gov.uk) | To learn more about apprenticeships | **Research/Act** |

**‘’I want to explore Higher Education (University)’’**

|  |  |  |
| --- | --- | --- |
| **Weblink** | **Reasons to use** |  |
| [www.ucas.com](http://www.ucas.com) | UCAS is were you will make your application, search for courses and get support on all aspects of the application process. | **Research/Act** |
| [www.gov.uk/student-finance](http://www.gov.uk/student-finance) | Information regarding student loans. | **Research** |
| [www.unitasterdays.com](http://www.unitasterdays.com) | You can book open days and taster days through this website to make sure it is the right one for you. | **Research/Experience** |
| <https://www.theuniguide.co.uk/courses> | Useful if you want to search based on your predictions. | **Research** |
| [www.opendays.com](http://www.opendays.com) | A useful site to book open days and taster days. | **Research/Experience** |
| [www.whatuni.com](http://www.whatuni.com/) | A useful site to explore your options and start your research. | **Research/Experience** |
| [www.thecompleteuniversityguide.co.uk](http://www.thecompleteuniversityguide.co.uk/)  <http://university.which.co.uk> | These sites provide lots of impartial advice about all parts of the application process, as well give you support and tips on how to write personal statements and prepare for your application. | **Research** |

**Reflection**

**Which websites will be the most useful for you?**

**Task 4 – Action plan**

The next stage is to now make a short term, medium term and long term careers action plan. Before you do, it’s always useful to stop and summarise your current position from the previous tasks.

Task 1 – what are your key motivators and values?

Task 2 – what are you top 3 skills

Task 3 – which phases are you in on your careers journey?

* Research
* Experience
* Act

**Task 4 – Action plan**

You are now ready to complete an action plan, by setting yourself targets for the short, medium and long term this will help you to achieve your goals.

Next to the empty boxes below, write two personal targets.

**Short term**

Short term targets are usually a target to achieve within the next month. *E.g. By the end of this month I will have used the quiz on the Launch Your Career website.*

**Medium term**

Medium term targets are usually a target within the next 6 months to1 year. *E.g. By the summer holidays I will have arranged some work experience to explore jobs in healthcare.*

**Long term**

Long term targets are usually targets for up to 3 or 5 years. *E.g. In 3 years’ time I hope to set up my own business. In 5 years I hope to finish university.*

**Task 5 – Reflection log**

In the boxes below, you can keep track of what you’ve done and what you’ve learnt. Brief notes are fine.

|  |  |  |
| --- | --- | --- |
| Research completed (e.g. I used the NCS website) | What did you learn? | Has this helped? Affected your choices? |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Research | What did you learn? | Has this helped? |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Research | What did you learn? | Has this helped? |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Research | What did you learn? | Has this helped? |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Research | What did you learn? | Has this helped? |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Research | What did you learn? | Has this helped? |
|  |  |  |

**Extra task –** Careers Research

[www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

Your task: use the National Careers Website and go to the Job Profile section. In the search box, type in a job you’re interested in then make notes on the following areas:

|  |  |
| --- | --- |
| Job title: |  |
| Entry requirements: |  |
| Skills needed: |  |
| Main duties: |  |
| Salary: |  |
| Any other information: |  |

Action plan to get into this job:

Challenge task

|  |  |
| --- | --- |
| **Area required** | **Targets** |
| Do I need to improve my qualifications? |  |
| Which skills do I need to work on? |  |
| Which duties am I most& least looking forward to |  |
| What do I need to do in the next 12 months to help me achieve this job? |  |

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Action plan to get into this job:

Challenge task

|  |  |
| --- | --- |
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Challenge task

|  |  |
| --- | --- |
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