

My World of Work Careers Grid



My Feelings



**My Career
Management
Skills**



My Goals



Questions

My Career Management Skills



Self



My Personality

How I make
career decisions

How I like to learn

My favourite
school subjects

What I like to do
in my spare time

What I want
from a job

My challenges

My health
and wellbeing

Things I can do to develop an understanding of myself

My Personality



Adaptable	Creative	Calm	Articulate
Adventurous	Decisive	Confident	Assertive
Capable	Determined	Flexible	Easy-going
Enthusiastic	Imaginative	Honest	Friendly
Dependable	Intelligent	Loyal	Disciplined
Inquisitive	Optimistic	Observant	Efficient
Energetic	Resourceful	Positive	Polite
Sensible	Sociable	Hard-working	Thoughtful
Motivated	Persistent	Reliable	Ambitious

How I Make Career Decisions



I match what I enjoy
learning about to
different jobs

I match the skills that
I have (what I am
good at) to different jobs

My parents influence
my career decisions

My friends influence
my career decisions

I take opportunities
as they come

My decisions are
impacted by my
experiences and how
I change over time

I try to make sense of
the world and how I
fit into it

I don't feel that I
have control of my
career decisions



How I Like To Learn



**My
World of
Work**

	E	I	S	N	F	T	J	P
Learning Style	<ul style="list-style-type: none"> I enjoy working in groups I like to discuss my ideas with others I like to learn by doing practical things. I can be confident in speaking in front of the class. 	<ul style="list-style-type: none"> I prefer to work alone I listen carefully and can take information in. I like to reflect on information before I give my opinion I like to work in a quiet environment 	<ul style="list-style-type: none"> I like to work with facts and focus on a task I like to take a step-by-step approach and follow clear instructions I am good at memorising and like to learn from the past. I like to understand how to apply my learning to real life situations. 	<ul style="list-style-type: none"> I enjoy learning about the theories behind ideas I enjoy exploring new ways of doing things I like to think outside of the box I like to do things in my own way instead of following instructions. 	<ul style="list-style-type: none"> I like to personally connect with the things I'm learning about. I make my decisions based on my feels and the feelings of others. I prefer to relate ideas to my personal experiences, so they are more meaningful to me. I like to receive praise when I've done a good job. 	<ul style="list-style-type: none"> I prefer to use logic and identify patterns I make my decisions based on reason and logic. I like to focus on tasks and prefer having materials to study. I can take criticism easily 	<ul style="list-style-type: none"> I prefer to have a plan in place I like to make decisions and stick to them I like to follow rules and have a clear structure. I like to finish tasks and have a clear work space. 	<ul style="list-style-type: none"> I like to be flexible I need to understand the reason for a task I can work well under pressure I don't mind working in an untidy environment.
Traits that might interrupt my learning	<ul style="list-style-type: none"> Sometimes I find it difficult to concentrate in class I can find reading and researching more difficult I can give my opinion about something before thinking and don't always listen to others. 	<ul style="list-style-type: none"> Sometimes I find doing speaking presentations difficult I often don't contribute to group discussions. I would rather take my time making decisions about things. 	<ul style="list-style-type: none"> I can find it difficult learning about theories, especially when there is no clear answer. I like to use the skills I have already learned instead of finding new ways to do things. I can focus too much on small details 	<ul style="list-style-type: none"> If I don't see the point in what I am learning about I struggle to learn. I can focus too much on the end goal and not the details of how to get there. I can sometimes act on my hunches and miss out important steps. 	<ul style="list-style-type: none"> I don't like teachers I can't relate to I can find it difficult to follow impersonal instructions. I can get upset when getting constructive criticism. 	<ul style="list-style-type: none"> I can have strong beliefs that are difficult to change. 	<ul style="list-style-type: none"> I can struggle to cope well under last minute pressure I don't like when my plans are changed. 	<ul style="list-style-type: none"> I can struggle with strict deadlines and routines I can find it difficult to complete tasks

My Favourite School Subjects



English	Maths	History	Modern Studies
Geography	Art	Music	Drama
Dance	Woodwork	Craft and Design	PE
Creative Studies	Media Studies	French	Spanish
German	Italian	Gaelic	Urdu
Mandarin	Modern Studies	Philosophy	Photography
Biology	Chemistry	Physics	Business Administration



What I Like To Do In My Spare Time



Work
Experience



Volunteering



Sports
Club



Drama
Club



Youth
Club



Pupil
Council



Reading



Watching
TV



What I Want From A Job



Working indoors	Working outdoors	Working in a team	Working on my own
Learning new things	Having a dress code	Wearing a uniform	Having lots of responsibility
Challenging (every day is different)	Routine (every day is similar)	Working close to home	Opportunity to travel
Dealing with customers	Using computers	Working with animals	Working with machinery
Working with money	Working with goods or materials	Working with people	Using practical skills
In the same place	In different places	Set hours (e.g. 9-5)	Variable hours
Working shifts	Good holidays	Being creative	Being well-organised
Helping people	Having set rules	Office-based	Involving physical activity
Providing a service	Well paid	Requiring paying attention to detail	Status
Making new friends	Job satisfaction	Gaining more independence	Other



My Challenges



Transportation	Disabilities	Education	Homeless
Job search skills	Employability skills	Finances	Limited English
Mental Health	Criminal Record	Attitude	Other



My Health and Wellbeing



Allergies	Addiction	ADHD	Anxiety
Aspergers	Autism	Blindness	Deafness
Depression	Dyslexia	OCD	Speech and Language Disorders
Other			



Things I can do on My World of Work to develop an understanding of myself



Complete the <u>'About Me'</u> or <u>'Animal Me'</u> quiz on My World of Work	Look at the <u>'how to build confidence'</u> section of the website and identify two of the suggestions that you want to try	Use the <u>subject choice tool</u> to explore what jobs relate to your interests and personality	Look at the <u>job profiles</u> that you are interested in and reflect on whether this job relates to your own personal qualities and if the working conditions relate to what you are looking for in a job
Use the <u>'discover my route'</u> tool which can be found on every job profile, and create a pathway that suits your learning style and qualifications. Also create a back-up pathway	Use the <u>'learning option'</u> section to reflect on what pathway suits your learning style	Look at the <u>'I have a rough idea'</u> section in <u>My Career Options</u> and explore the jobs that relate to the skills that you want to use in a job	Use the volunteering search in <u>Learn & Train</u> to find opportunities that relate to your interests. Volunteering can help you decide what you want to do in the future
Look at the <u>'funding'</u> section and explore what funding options are available for your personal circumstances and reflect on your financial circumstances	Use the <u>'preparing for an interview'</u> section to reflect on how you might need to adapt your behaviour for an interview	Start your CV using the <u>'CV Builder Tool'</u> . Reflect on the skills and qualities you have developed from your experiences	Search for a <u>live job vacancy</u> to get a good idea about what qualities an employer wants in a job that you want to do. What qualifications are they looking for?



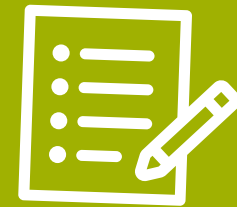
Strengths



Skills



Awards



Things I can do
to develop an
understanding
of my **strengths**

Skills



Adapting	Collaborating	Communicating	Creativity
Positive attitude	Networking	Reading	Creative
Persevering	Building relationships	Listening	Innovative
Resilience	Compromising	Verbal communication	Resourceful
Adapting	Cooperating	Written communication	Designing
Reflecting	Supporting	Working with technology	
	Mediating		
Critical thinking	Curiosity	Feeling	Focussing
Problem solving	Questioning	Social conscience	Concentrating
Working with numbers	Observation	Respecting	Attention to detail
Evaluating	Researching	Empathising	Filtering
			Sorting
Initiative	Integrity	Leading	Sense making
Risk taking	Reliable	Making decisions	Recalling
Self esteem	Self awareness	Motivating others	Understanding
Time management	Ethical	Negotiating	Analysing
Managing resources		Delegating	
Developing a plan		Coaching	
Implementing ideas		Mentoring	
Taking initiative		Taking responsibility	

Awards



Duke of Edinburgh Award	Heart Start/ First Aid Certificate	Youth Achievement Award	Certificate of Excellence
Certificate of Effort	Food Hygiene Certificate	Certificate of Work Readiness	Sports Leadership Award
Buddying/ Peer reading	SQA Personal Development Awards	Saltire	Other

Things I can do on My World of Work to develop an understanding of my strengths



Use the skills section of your My WoW profile to reflect on your skills	Complete the <u>'strengths'</u> quiz	Use the <u>subject choice</u> tool and explore what jobs relate to your interests and your strengths	Use the 'useful subject' section of a job profile and identify the matching subjects that you have taken What transferable skills have you developed from your subjects?
In the job profile of your career idea, identify three skills you need for the job and write about a time you have used these skills	Complete your CV using the <u>CV Builder</u> Tool	Use the volunteering search in <u>Learn & Train</u> to find opportunities that will help you develop skills that you need for your career ideas	Use the 'Getting a job' section to search for live vacancies and reflect on the job specification; what skills and achievements are employers looking for?
Use the <u>transferable skills</u> section and reflect on what this term means. Write down some examples of skills that you have and then write down as many jobs as you can think of that would require you to have this skill.		Use the <u>interview tool</u> and write down some competency question example answers	

Horizons



Career Ideas



Routes and Pathways



Things I can do
to develop an
understanding
of my **Horizons**

Career Ideas

For further info on jobs within these categories go to www.myworldofwork.co.uk



Administration, Business and Management	Alternative Therapies	Animals, Land and Environment	Computing and ICT
Construction and Building	Design, Arts and Crafts	Education and Training	Engineering
Facilities and Property Services	Financial Services	Garage Services	Hairdressing and Beauty
Healthcare	Heritage, Culture and Libraries	Hospitality, Catering and Tourism	Languages
Legal and Court Services	Manufacturing and Production	Performing Arts and Media	Print and Publishing, Marketing and Advertising
Retail and Customer Services	Science, Mathematics and Statistics	Security, Uniformed Services and Protective Services	Social Sciences and Religion
Social Work and Caring Services	Sport and Leisure	Transport, Distribution and Logistics	

Routes and Pathways



<u>Job</u>	<u>Employability Fund Training</u>	<u>Volunteering</u>	<u>Foundation Apprenticeship</u>
<u>Modern Apprenticeship</u>	<u>Graduate Apprenticeship</u>	<u>College</u>	<u>University</u>
<u>Project Search</u>	<u>Self-Employment</u>	<u>Gap Year</u>	

Things I can do on My World of Work to develop an understanding of my Horizons



Use personal profile activities to explore all the jobs that relate to your personal qualities, strengths and skills

Use the subject choice tool to explore what opportunities relate to your interests.

Using the My Career Options section, use the 'I have a rough idea' section and find a heading that you are most interested in. Pick three jobs that you have never heard of before and explore the information in the job profile. What do you like/dislike about this role?

Look at the job profile for the job that you are interested in. Use the 'discover my route' tool to create your preferred pathway into the job and then do this again to create a back up pathway.

Look at the job profile for the job that you are interested in and reflect on the labour market information.
Is this career in a growth or declining industry?
Are most people in this job self employed?
What is the pay like compared to other jobs in the industry?

Use the qualifications section and explore the SCQF Framework; what level of qualification is a FA? What level of qualification is an HNC? Consider articulation routes that might be available to you.

Find out more about apprenticeship opportunities using the Apprenticeship section in 'Getting a Job'. Identify three bits of information that you didn't know/were a surprise to you

Use the funding section and check what funding you might be eligible for if you decide to study abroad.

Use the Marketplace on My WoW and find employers who can support your school

Suggested Activities

Networks



**Family/People
that I live with**



Friends



Employers



**College/University
Open Days**



Careers Fairs



Community



Teachers



**Things I can do to
develop an
understanding of
my networks**

Things I can do on My World of Work to develop an understanding of my Networks



Go to the job profile of the career you are interested in and watch the video clips showing you what it would be like to do that job.

Reflect on this.

Using the job search tool, search for live vacancies and contact employers to ask them more about job roles that you are interested in

Complete the references section on one of your CVs

Using the My Career Options section, use the 'I have a rough idea' section and find a heading that you are most interested in.

Pick a job profile and write a list of all of the people you know (personally or within your community) that does that job.

If you don't know anyone that does that job, do you know someone else who does?

Can you connect with them on LinkedIn/Employers' Twitter accounts?

Using the search tool, look at the Scottish University and College Open Day article and identify when open days are happening within your community

Use the interview section and find out how to research an employer

Use the interview section to learn how to present yourself to an employer so that you can make connections that will help you in your career journey

Suggested Activities

My Feelings



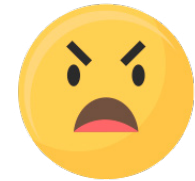
Happy



Excited



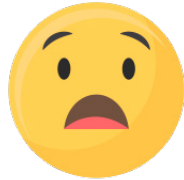
Sad



Angry



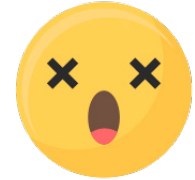
Ill



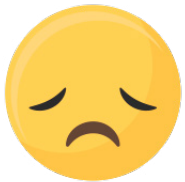
Confused



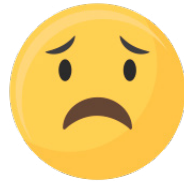
Tired



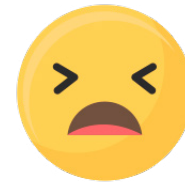
Bored



Fed Up



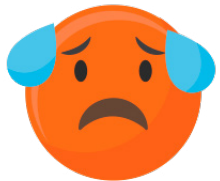
Worried



Afraid



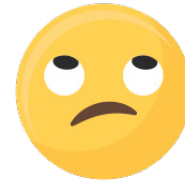
Embarrassed



Too Hot



Too Cold



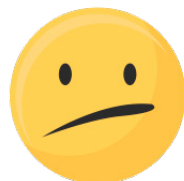
Uncomfortable



Lazy



Hurt



Disappointed

My Goals

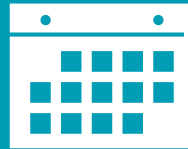


Start afresh	For my plan to work out	Make a decision	Have a plan in place
Be successful at job interviews	See the point of changing	Do something more worthwhile	Get a job as soon as possible
Be happier in what I am doing	Be more in control	Become more confident	Feel better about my situation

Questions



**I don't understand,
could you please
go over that again?**



**When is my next
appointment?**



**How long will this
appointment be?**



**Is this appointment
confidential?**



**Why do you have my
personal information
and how do you use it?**



**How can I give
feedback on my
appointment?**

Activities with my Careers Adviser (Self)



Create a Life Map



Design a t-shirt that
reflects your personality.

Design a comic book character.
Using post-it-notes, start to write
this characters story. What are
they like? What are they good at?
What goals do they have? Who are
they friends with?

Stick the post-it-notes
around your characters



Pick three words that describe
your personality and draw
three pictures that represent this



Your careers adviser will lay out
a variety of pictures in front of you
(or on the computer).
Choose the picture which you think
reflects your current situation.

On a piece of paper, draw a football
pitch. One goal post if your main
goal. Create your teams.

Who/what is on your team and
helping you to reach your goal and
who/what is challenging you?

Activities with my Careers Adviser (Strengths)



**My
World** of
Work



Design yourself as a superhero.
What is your superhero name?
What superpowers do you have
that represent what you're good
at in real life?

Design a comic book character.
Using post-it-notes, start to write
this characters story.

**What are they like? What are they
good at? What goals do they have?
Who are they friends with?**

**Stick the post-it-notes
around your character.**

**Use the Lego (or K'nex)
instruction manual to decide what
you want to build. Follow the
instructions and build the design.**
As you do this, reflect on what
skills you are using.

**On some flipchart paper, list these
skills and describe other times you
have used these.**

**Using paper or the computer, design
your own achievement certificate.**

**Write/Type/Draw all of the
things that you are proud of
(no matter how insignificant
you think they might be).**

**Reflect on how these
achievements make you feel.**



Design a job advert.
What skills/strengths are
required for the job?

Activities with my Careers Adviser (Horizons)



**My
World** of
Work



Using google earth, travel to any destination you want!

Once you are there, have a look around and identify different jobs that you might find people doing there.

A, B, C, D, E, F, G...

Write down every letter of the alphabet and think of a job role that begins with each letter

Draw a life map. Inside your world draw/list jobs that relate to your interests/favourite subjects and that people you know do.

Around the outside of your world, write down jobs that relate to your interests/subjects that no one you know does. Use the subject choice tool on My World of Work to help you with this.

At the bottom of an A3 piece of paper, write down your goal. Then draw a road leading to your goal.



Along the road, write down steps that you will take to achieve your goal. For each bit of paper, come up with different/alternative steps to reach the same goal.



Design a job advert.

What skills/strengths are required for the job?

Activities with my Careers Adviser (Networks)



Research companies that you want
to do work experience for.

Write down a short paragraph about what
you want to ask them on the phone.

Call the company and ask if
they offer work experience

Complete the How Ready Am I worksheet



Think about your favourite YouTuber,
write down who you think they network
with in order to promote their channel

