

CAREER PLANNING

Your Three Step Plan

Step **01** ALL ABOUT YOU

Before you start planning your next move, you'll need to find out more about your own interests, likes and dislikes. Try answering the questions below and making your own list as you go. What are your interests? What do you enjoy doing at school or in your spare time? For example you might like:



- sports
- music
- writing stories
- playing computer games
- socialising with friends
- looking after pets
- art

There are three steps to successful career planning.

Step **01**

Finding out all about you — your interests, skills, likes and dislikes.

Step **02**

Exploring career ideas, to find out more about different jobs.

Step **03**

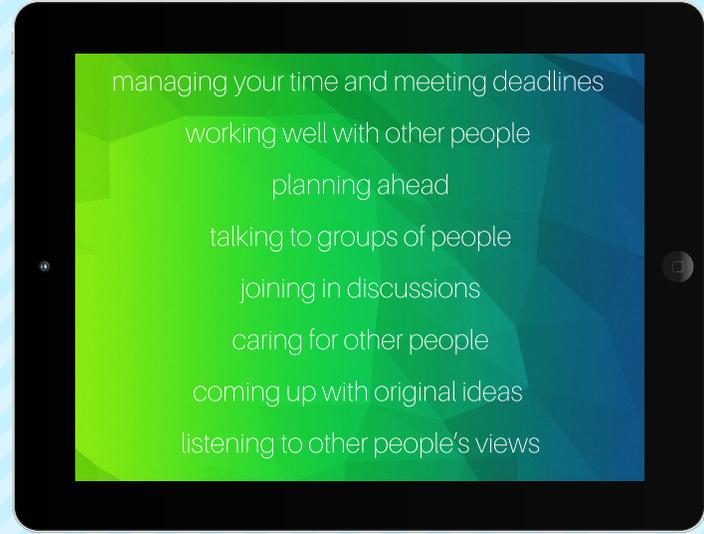
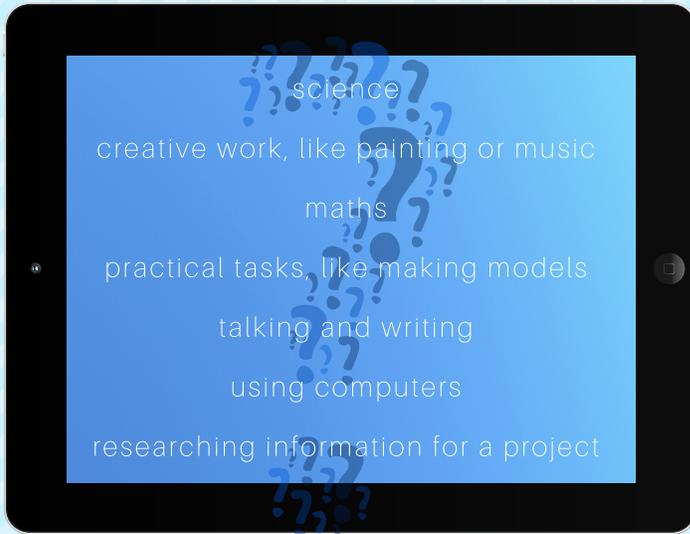
Making a plan of how you could achieve the career you want.

What are your skills?

What kind of things are you good at, in school or your free time? For example you might be good at:

What are your personal qualities?

What are you like as a person? For example, you could be good at:



How do you like to learn?

Different study options will offer different ways of learning. For example, some education courses will be mostly classroom-based while others will involve more practical project work.

IF YOU ENJOY CLASSROOM-BASED LEARNING WITH EXAMS...

...you may want to take a general education course like A Levels at sixth form or college.

IF YOU LIKE THE SOUND OF LEARNING NEW SKILLS WHILE YOU WORK AND GAINING QUALIFICATIONS FOR THE JOB YOU ARE DOING...

...you may be interested in an Apprenticeship or a job with training.

IF YOU PREFER PRACTICAL PROJECT WORK WITH HANDS-ON WORK EXPERIENCE...

...you might be interested in a vocational course like a BTEC at sixth form or college.

IF YOU NEED TO BRING YOUR ENGLISH AND MATHS UP TO STANDARD, AND MAYBE GET SOME WORK EXPERIENCE OR OTHER SKILLS SO THAT YOU'RE IN A BETTER POSITION TO DECIDE WHAT YOU MIGHT DO NEXT...

...the 16–19 Study Programme aims to give everyone the chance to work towards a substantial qualification, to work towards Level 2 in English and maths if you're not already at that level, and get some work experience or other preparation for work.

Step 02

EXPLORING CAREER IDEAS

The world of work is changing all the time. To help you plan your career, you'll need to find out more about the kind of jobs that are out there now, and which ones could be big in the future. To get some inspiration, you could have a look at these websites, which feature video clips and case studies of people in lots of different careers:

www.icould.com

www.careersbox.co.uk

successatschool.org



You can also find out more using careers software programs and websites which can help you to find out more about hundreds of different jobs, so you can search what kind of career might suit you.

www.startprofile.com

www.cog-brum.co.uk

www.ucas.com/progress

Careers software programs can help you to find out more about hundreds of different jobs

Schools, academies and colleges are responsible for making sure that careers advice is available to their students, so find out what careers software your school, academy or college might have available.

Did you know that many of the top careers in high-tech areas like computing, engineering and research did not even exist a generation ago! There's also been a big increase in caring jobs, such as those working with children and with older people.

Now you've got some career ideas that interest you, you'll need to do some more research to find out the best route into that career.

01 Can I start this career straight from school?

- This may depend on what qualifications you have or are predicted to get when you leave school.
- Remember, the majority of jobs these days ask for some qualifications.
- The Raising of the Participation Age (RPA) means that you can still go straight into a job, but you must also be doing some recognised training as part of, or alongside, that job.
- You can find out more from the separate "Jobs" help sheet.

02 Could I do an Apprenticeship?

- For some areas of work, an Apprenticeship is one of the main ways to start your career.
- You may need some qualifications before you can begin an Apprenticeship
- You can find out more from the separate "Apprenticeships" help sheet.

03 Do I need to get some more qualifications for this type of job?

- You may need to gain some more qualifications at school, college or even university.
- Find out what subjects and types of qualification you may need. For example, you might need a general course like A Levels, or a vocational course like a BTEC (one that trains you for a particular area of work).
- You can find out more from the separate "Education" help sheet.

04 Do I need to build up my employability or other skills?

- You may not feel ready yet to start a higher level course, Apprenticeship or job.
- The 16–19 Study Programme aims to give everyone the chance to work towards a substantial qualification, to work towards Level 2 in English and Maths if you're not already at that level, and get some work experience or other preparation for work.
- You can find out more from the separate "Developing your employability" help sheet.

Did you know?

There are fewer and fewer unskilled jobs available. In fact, the government predicts that in 10 years time 40% of jobs will need a qualification at higher education degree level (that's Level 6).

Once you've found the jobs you are interested in, try to answer the four questions below.

Have a back-up plan

Even if you've got your ideal career in mind, it's a good idea to think about other choices in case things don't work out the way you planned. This is especially important if you're aiming for a very popular course or career.

For example, if you don't get the grades you are hoping for or there are no places available on your chosen Apprenticeship, you'll need to have a good alternative to fall back on. Think about your alternative career choices and have a second or third option ready in case your plans need to change. This could be a different career choice, or perhaps a different route towards your first choice career — or a similar one.