



CAREER PLANNING

YOUR 3 STEP PLAN

**BIRMINGHAM
CAREERS SERVICE**
guiding young people

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 your ideas, to find out more about different careers.

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 spare 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:

science

creative work, like painting or music

maths

practical tasks, like making models

talking and writing

using computers

researching information for a project

managing your time and meeting deadlines

working well with other people

planning ahead

talking to groups of people

joining in discussions

caring for other people

coming up with original ideas

listening to other people's views

How do you like to learn?

Different study options will offer different ways of learning. For example, some education courses are 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 or T Levels (from September 2020) 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 study programme.

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 Pre-Apprenticeship (Study Programme)...the chance to work towards a recognised qualification, achieve a minimum of GCSE Grade 4 (or equivalent) if you're not already at that level, gain 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 programmes and websites which can help you to find out more about hundreds of different careers, so you can search what kind of career might suit you.

www.startprofile.com

www.nationalcareersservice.direct.gov.uk/find-a-course

Careers software programmes 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; 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! New careers (for example: App Developer and Drone Controller) are emerging all the time. 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 them.

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 into employment but you this must include recognised training

02 Could I do an Apprenticeship?

- For many careers Apprenticeships are one of the main routes.
- You will need qualifications before you can start an Apprenticeship.
- Pre-Apprenticeships/Study Programmes offer you a pathway into an Apprenticeship.

03 Do I need to gain specific qualifications for different careers?

- You may need to gain specific qualifications for different careers.
- Find out what subjects and types of qualifications you may need. For example, you might need a general course like A Levels, or a vocational course like a BTEC (one that gives you knowledge & skills for a particular career area).
- You can research your ideas and options by using careers software and websites (there are some examples of useful websites in 'Step 02: Exploring Career Ideas' – see previous section)

04 Do I need to develop my personal and employability skills?

- It is important to focus on gaining qualifications and skills rather than on one specific career. These will help to increase both your employability and career options
- Employers want to employ people who have good personal and employability skills as well as the required qualifications
- You develop skills both at school and out of school
- Work-experience, part-time jobs and volunteering help to develop your skills

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).

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 particularly important if you're interested in very popular courses or careers.