

# Next steps:

Following school, what are the routes into this kind of work?

- Straight into the job
- National Traineeship or Modern Apprenticeship
- College of Further Education
- 6<sup>th</sup> Form
- University

## National Traineeships / Modern Apprenticeships

Name two local companies that provide training for this job and say which NVQ levels the training can lead to:

Company name	Town	NVQ level(s)

## College Courses

Identify at least two local colleges that provide relevant courses. List the names of courses and the qualifications they lead to:

College	Course	Qual'n

# Career Search

Name:  T.G.

Job:

Describe what the job involves – tasks you would do etc.

Where / when information – Location? Hours? Shifts? Weekends?

Where did you get this information? E.g. Jed? Careers Library?  
Work Exp? Asked someone with experience of the job etc.

# Assessing your own skills and abilities against the requirements of the job

Subjects needed	Academic qualifications needed	Personal qualities needed	Key Skills needed	Practical skills needed														
<p>List subjects it's helpful to study for this job:</p> <p>1. <input style="width: 100%;" type="text"/></p> <p>2. <input style="width: 100%;" type="text"/></p> <p>3. <input style="width: 100%;" type="text"/></p> <p>4. <input style="width: 100%;" type="text"/></p> <p><input type="checkbox"/> Non mentioned</p>	<p><input type="checkbox"/> Non needed</p> <p><input type="checkbox"/> GCSE Grades D – G and / or GNVQ Foundation level</p> <p><input type="checkbox"/> GCSE Grades A* - C and / or GNVQ Intermediate level</p> <p><input type="checkbox"/> GCE 'A' level / AS level and / or GNVQ Advanced level</p> <p><input type="checkbox"/> Degree</p> <p>Other – say: <input style="width: 100%;" type="text"/></p>	<p>Rate the personal qualities needed for this job from 0 – 5. 0 = not important; 5 = important</p> <p><input type="checkbox"/> Good attendance</p> <p><input type="checkbox"/> Honest</p> <p><input type="checkbox"/> Punctual</p> <p><input type="checkbox"/> Hard working</p> <p><input type="checkbox"/> Getting on with people</p> <p><input type="checkbox"/> Work unsupervised</p> <p>List others important for the job: <input style="width: 100%;" type="text"/></p>	<p>Rate the importance of these skills for the job from 0 – 5: 0 = not developed; 5 = well developed</p> <p><input type="checkbox"/> Talking and listening</p> <p><input type="checkbox"/> Writing</p> <p><input type="checkbox"/> Reading</p> <p><input type="checkbox"/> Maths / number</p> <p><input type="checkbox"/> Information technology</p> <p><input type="checkbox"/> Planning and organisation</p> <p><input type="checkbox"/> Problem solving</p> <p><input type="checkbox"/> Working with other people</p> <p><input type="checkbox"/> Reviewing and evaluation</p>	<p>E.g. using computers, tools, artistic. List the skills needed:</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>														
Subjects you're doing	Are your grades on target?	Your personal qualities	Key Skills you have	Practical skills you have														
<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	<p>Which of the following most sounds like you?</p> <p><input type="checkbox"/> Yes, definitely!</p> <p><input type="checkbox"/> I'll have to improve my grades a bit.</p> <p><input type="checkbox"/> I'll have to improve my grades a lot.</p> <p><input type="checkbox"/> I don't know.</p>	<p>List the personal qualities you have which are relevant to the job and rate how well developed they are. 0 = Not developed 5 = Very well developed.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 70%;">Quality</th> <th style="width: 30%;">Score</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Quality	Score													<p>Rate from 0 – 5 how well you have developed the relevant skills: 0 = not developed; 5 = well developed</p> <p><input type="checkbox"/> Talking and listening</p> <p><input type="checkbox"/> Writing</p> <p><input type="checkbox"/> Reading</p> <p><input type="checkbox"/> Maths / number</p> <p><input type="checkbox"/> Information technology</p> <p><input type="checkbox"/> Planning and organisation</p> <p><input type="checkbox"/> Problem solving</p> <p><input type="checkbox"/> Working with other people</p> <p><input type="checkbox"/> Reviewing and evaluation</p>	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
Quality	Score																	

The main things I like about this job are:

The things I dislike about this job are:

Conclusion: how suitable is this job for you?