

INTRODUCTION

Your career is your pathway through life - a combination of living, learning and earning.

During this school year, you will be preparing for life after compulsory schooling finishes. Like most young people in the UK, you will probably continue in education or training until you are 18¹. But that doesn't mean you have to stay at school until you are 18. You might go to another school, a college or a training provider. You could start work as an apprentice when you are 16, earning while you learn. You might even work or volunteer and carry on learning and training at the same time - it's up to you!

The activities in this booklet will build on what you already know and help you to achieve these six career development skills:

- Grow throughout life by learning and reflecting about yourself, your background, and your strengths
- Explore the full range of possibilities open to you
- Manage your career actively; making the most of opportunities, and learning from setbacks
- Create opportunities by being proactive and building positive relationships with others
- Balance life and work effectively
- See the big picture by paying attention to how the economy, politics and society connect with, and affect your own life and career.

You can clearly see that each TASK starts with a link to one or more of the 6 career development skills². At the end of this booklet, there is an opportunity for you to review how the exercises and activities have contributed to your career learning. Your tutors, careers staff and careers advisers are available to help you.

Use this workbook together with other sources of information to find out about all your options after you are 16, for example:

- National Careers Service job profiles: <https://nationalcareersservice.direct.gov.uk>
- Careers A-Z in Northern Ireland: www.nidirect.gov.uk/services/careers-z
- My World of Work in Scotland: www.myworldofwork.co.uk
- Job Information in Wales: www.careerswales.com

CONTENTS

Task A:	Year Planner (Exercise A1)	Task J:	Making applications (Exercise J1)
Task B:	How are you doing? (Exercise B1-10)	Task K:	Writing a CV (Exercise K1)
Task C:	Your skills and interests (Exercise C1-3)	Task L:	Writing a Covering Letter / Cover Letter / Email (Exercise L1)
Task D:	What are you like? (Exercise D1-5)	Task M:	Preparing for Interviews (Exercise M1-3)
Task E:	Which way do you go? (Exercise E1)	Task N:	Where have you got so far? (Exercise N1-2)
Task F:	The changing job market (Exercise F1-4)	Task O:	Review my learning (Exercise O1)
Task G:	Green jobs (Exercise G1-4)	Task P:	Look ahead (Exercise P1)
Task H:	Money matters (Exercise H1)		Answers
Task I:	Exercise your network (Exercise I1-3)		Helpful websites (Directory)

¹ Compulsory in England.

² The skills are linked to a national framework developed by the Career Development Institute (CDI)