



My World of Work will help you to develop your Career Management Skills so that you can put a plan in place for leaving school that is right for **you**.

Career Management Skills are based around 4 themes:

- **SELF** – understanding who you are, including your personality, likes and interests, values, motivations and learning style
- **STRENGTHS** – knowing what you are good at, what activities and behaviours come naturally to you, what skills you already have and what you may have to work on to get where you want to go, your qualifications, work experience and achievements.
- **HORIZONS** – knowing about the options and routes that are available, including apprenticeships, college, university, volunteering and employment.
- **NETWORKS** – knowing who can help you - people that you already know such as your teachers, careers adviser, family and friends. It can also be about making new networks and possibly speaking to somebody that does a job you are interested in, contacting a college, university or employer to find out more information and decide if it is the right option for you.

Using My World of Work could not be easier. Registering for an account makes My World of Work more personal to you – whatever stage you’re at in your career journey. For more information on the benefits of using My World of Work [CLICK HERE](#)

The tools on My World of Work will help you discover which careers match your skills, strengths and personality type. The more tools you complete, the better career suggestions you will get.

Go to '**My Career Options**' to learn more about yourself, explore your options and find the career that's right for you. The '**About Me**' quick quiz helps you to identify jobs that suit your likes and interests. The '**Strengths Tool**' helps you to identify your natural strengths and behaviours and what type of careers you might be well suited to. The '**Skills Explorer**' tool helps you to find out more about the jobs that suit you based on your skills. Try the '**Subject Choices Tool**' and see where your favourite subjects could be useful. View videos on how to use these tools [CLICK HERE](#)

Go to '**Getting a job**' to apply for apprenticeships, jobs and sell yourself to potential employers – from creating the perfect CV to giving a great interview. You will find information on **how to search for jobs**, you can also **get help creating a CV**. The '**Interviews**' section gives lots of advice on how to be prepared and hints and tips to help you feel less nervous. Find out more about apprenticeships in Scotland such as, information on different kinds of apprenticeships, how to find one, how to apply and a short video [CLICK HERE](#) explaining more about them. View videos for more information on getting a job and using My World of Work at [CLICK HERE](#).