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Our services:

-  **Drop in sessions** are available on a weekly basis for pupils to meet their school Careers Adviser and have their immediate questions answered.
-  **My World of Work web service** provides an ever increasing range of invaluable information for pupils, parents and teachers including our Subject Choice tool.
-  **Intensive one-to-one career coaching** is available for those who need it. It provides the opportunity for pupils to talk about their goals and aspirations.
-  **Parents' evenings** offer the opportunity for parents and carers to discuss their young person's future career aspirations and relevant content on My World of Work ensures parents are aware of the advice and support available.
-  Our expert Careers Advisers work with pupils to deliver **group activities** focused on the development of their Career Management Skills. These may include sessions on Career Intelligence, Routes and Pathways, etc.

P7/S1 Transition

Year	My World of Work	Drop in	Coaching	Parents' Evenings	Group Activities
S2					
S3					
S4					
S5					
S6					

* Can be delivered in S2 to align with school's curricular choice arrangements

Career Management Skills are skills for life, empowering individuals to make informed decisions and realise their potential at any stage in their life.

If people have a good understanding of the four themes of **Self**, **Strengths**, **Horizons** and **Networks**, and can demonstrate this, then they'll be well equipped to cope with developing their career.



Visit myworldofwork.co.uk

SDS-1206-Mar16

Skills Development Scotland

A guide to careers services in school

Career Management Skills



Our Careers Service

Our career coaching approach aims to equip young people with the Career Management Skills that will ensure they are confident in making informed choices about their future.

Pupils

We aim to give all the pupils in secondary school the support they need to develop their Career Management Skills so that they can seize the opportunity that's right for them; be it a job, training or further education. Our comprehensive service includes:

- intensive one-to-one career coaching and group sessions – our professionally qualified Careers Advisers focus the minds of young people on their career potential. They also provide highly practical information about the jobs market
- the award winning careers information and advice web service, My World of Work: myworldofwork.co.uk

Teachers

The Career Education Standard supports the development of Career Management Skills by setting out the learning experiences children and young people are entitled to and what Skills Development Scotland (SDS), along with parents, teachers and employers are expected to do to support their learning.

- save preparation time through access to ready-made classroom activities
- help teach young people how to develop and build their Career Management Skills
- help in the delivery of 'Building the Curriculum 4' with a specific focus on Health and Wellbeing.

Information sessions and further resources are on My World of Work and associated partner resources are available on request. For more information on training visit skillsdevelopmentscotland.co.uk/in-your-area and select your local authority.

Skills Development Scotland, Education Scotland and teaching colleagues have been developing a suite of four CLPL learning resources; the first on the Career Education Standard is published on Education Scotland's website. Coming soon are Careers Intelligence, Career Management Skills and My World of Work.

Parents and carers

We help parents and carers support their child with careers and learning choices:

- our Careers Advisers are available to attend parents' evenings and events
- we work closely with a number of organisations that provide information and services to parents, including the National Parent Forum of Scotland
- we regularly conduct workshops to understand parent information needs
- dedicated content on My World of Work myworldofwork.co.uk/parents

Employers

We work closely with employers and industry so we know future job trends - meaning we are up-to-date with exactly what they're looking for. On request we can broker effective engagement between schools and employers.

For information on our service for employers visit ourskillsforce.co.uk

My World of Work careers web service

My World of Work is our award-winning web service for individuals. It provides up-to-date information and advice when pupils need it most:

- **subject choices:** everything pupils need to consider when choosing their subjects; from understanding what they're good at, to how their strengths map to different jobs and careers
- **leaving school:** straight into a job or onto further learning? Help to find the right job, training or further education opportunity
- **exam results:** help to plan their next steps after exams - whatever their results
- **preparing for a job:** discover Scotland's industries, search for jobs, build a CV and practise for interviews
- **Apprenticeships:** find out what apprenticeships are available in Scotland and how they work.



93% of respondents reported that the service had helped them achieve at least one employment, training, education or information-related benefit or outcome, with 84% reporting three or more benefits or outcomes.

Summer School Leavers Report 2015

The My World of Work toolkit helps pupils to make the best decisions for their future:

- **Subject Choices:** enter up to five school subjects and we'll find jobs where your subjects could be useful. You can also see relevant industry and apprenticeship information
- **Course Choices:** search thousands of learning and training opportunities with Scotland's most comprehensive course search tool
- **Job Profiles:** access over 700 job profiles across 25 industries – find out what different jobs involve and what skills, qualifications and experience they require. Many have associated videos that link to up-to-date information on related salary rates, qualifications needed to get started and opportunities within the sector, including a look at future job trends
- **Strengths:** produce a personalised strengths report packed full of information on all those great things that make you tick
- **CV builder:** build, edit and store CVs – there's also advice on writing cover letters and tips on applying for jobs
- **My Interview:** prepare for interviews with this interactive video-based feature. There's also advice on how to handle interview nerves, avoid mistakes and research an employer beforehand
- **Job search:** search for jobs throughout Scotland or narrow it down by area – new vacancies are added daily.

FAQs

Who gets support in school?

Every pupil gets SDS support at school. Working with your school, we determine the support needs of each pupil, and then, depending on the pupil's individual circumstances, we develop the appropriate approach.

How do you ensure your approach is flexible and inclusive?

School Partnership Agreements; we work with you to decide the best approach for your school. We can offer multiple face-to-face career coaching sessions and group sessions – depending on what works for the individual. My World of Work is also available all day, every day.

How often do pupils meet their Careers Adviser?

In addition to supporting pupils to make informed decisions at subject choice time, our Careers Advisers will also offer one-to-one coaching sessions in the senior phase and this will be in line with their support needs. These are focused on the assessment and development of the pupil's Career Management Skills.

How do you ensure pupils get advice tailored to their needs?

Our coaching approach using Career Management Skills explores the pupils' goals, aspirations and options then links them up with their specific strengths and skills. This helps provide clarity, purpose and the right career choice.

How can our school support the Careers Adviser?

Your school can support our Careers Advisers by ensuring pupils attend arranged appointments and complete the actions outlined in their Career Development Plan.

What other partners do you work with?

We work with a range of partners to ensure pupils are fully supported to overcome any barriers in making a successful transition from school. These include the School Psychology Services, Community Learning and Development, Social Work Services and Third Sector organisations.

What happens if a school leaver doesn't go into a job, training or further learning?

Our post-school team can support school leavers until they find and sustain the opportunity that's right for them. If needed we can allocate a Work Coach who will work intensively with the young person, involving partner agencies as appropriate, to ensure they develop the skills, confidence and resilience they need to make a successful transition.

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“I have found the Strengths lesson plan and activities on My World of Work very useful in getting pupils to think about what they're good at and more importantly how they can use their strengths when considering their future career choices.”

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Christy Stevenson PT Guidance, Perth Grammar School

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