



# CAREERS PASSPORT

## CAREERS SIGNPOSTING

- **No career ideas yet?**

Visit your local careers Library or careers links to get you started. Browse through the information in the various resources to see if something catches your eye.

- **Interested in a general career area but not sure what jobs you could do?**

Visit your local careers office to explore the resources or complete the online Skills

Check:

<https://nationalcareers.service.gov.uk/discover-your-skills-and-careers>



- **Looking for up to date information about a particular job?**

Visit the National Careers Service website for information or speak to a career adviser in school who can provide you with useful websites to visit.

- **Thinking about Learning while you earn?**

Have a look at [www.apprenticeshipguide.co.uk](http://www.apprenticeshipguide.co.uk) to get an idea of the careers covered, you might be surprised.

- **Want to use a subject you Love in the job that you do?**

There are subject posters around school that can provide an idea about some of the jobs you can do with those subjects. Visit the careers office to explore the range of resources.

- **Focused on what and where to Learn in the future?**

Start to look into your options by visiting the careers section on the school website and follow the Links. Find detailed information in college and university prospectuses which can be found in the Library and careers office.

# CAREERS PASSPORT

You may already have a career in mind, or perhaps you haven't thought about it much yet. Ideas develop and change over time. It is good to get into the habit of linking what you enjoy and what you are good at to possible careers

You will have lots of different experiences throughout your life that will help you to think about your future options. Various interactions with employers and the world of work can help increase your employability and enable you make informed decisions about the career you do and who you work for.

Use this log to keep track of ideas, research and any employer interaction you experience. You will experience interviews with employers and by keeping this log book up to date you will stand out from other candidates. You can discuss this with a careers adviser, share it with family and with anyone else who is helping you to make decisions about the future.

## WHAT EMPLOYERS WANT

A wide range of research has shown that there are common skills and qualities which employers want from their workers. These skills and qualities include a need to have good literacy, numeracy and IT skills, but what employers want also has a great deal to do with the attitude and motivation of job applicants. These qualities are often referred to as soft skills.

### Employers want the people they employ to

- Have good written and verbal **communication** skills
- Be **honest** and have **integrity**
- Have good **team-working** skills
- Have good **inter-personal** skills
- Be highly **motivated** and show **initiative**
- Have a **strong work ethic**
- Have good **analytical** skills
- Be **flexible** and **adaptable** in work
- Have good **IT** skills
- Have good **organisational** skills

Although qualifications are increasingly important in the modern labour market (many job vacancies require particular qualifications before you can even apply) employers are looking for much more than qualifications. People who can demonstrate that they have the skills and qualities which employers want will be more successful in their efforts to find a suitable job.

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## Skills and Qualities

Write down five skills and five qualities that you have and provide an example of how you can demonstrate that skill or quality.

Skills	Example
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<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Qualities	Example
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<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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Use the section to review the careers activities you have experienced during your course. This can include various visit you have complete independently based on your targets, talks from external speakers, or careers or employability events.

Try and think about the different job roles you have come across during your visit/activity and write these in the Careers Ideas section. Please see the example below.

In the 'Useful for my future' section rate on a scale of 1-5 how useful this is for your future. Ask yourself has this experience given me an insight into different jobs? Did I see different job roles and what they involve? Will it help me decide on the job I want to do in the future

Date	Experience / Visit	Career Ideas	Useful for my future
01/01/2020	STEM visit to Leeds University	<ul style="list-style-type: none"><li>• Professor</li><li>• Engineer</li><li>• Lecturer</li><li>• Administrative Assistant</li></ul>	4/5

# CAREERS PASSPORT

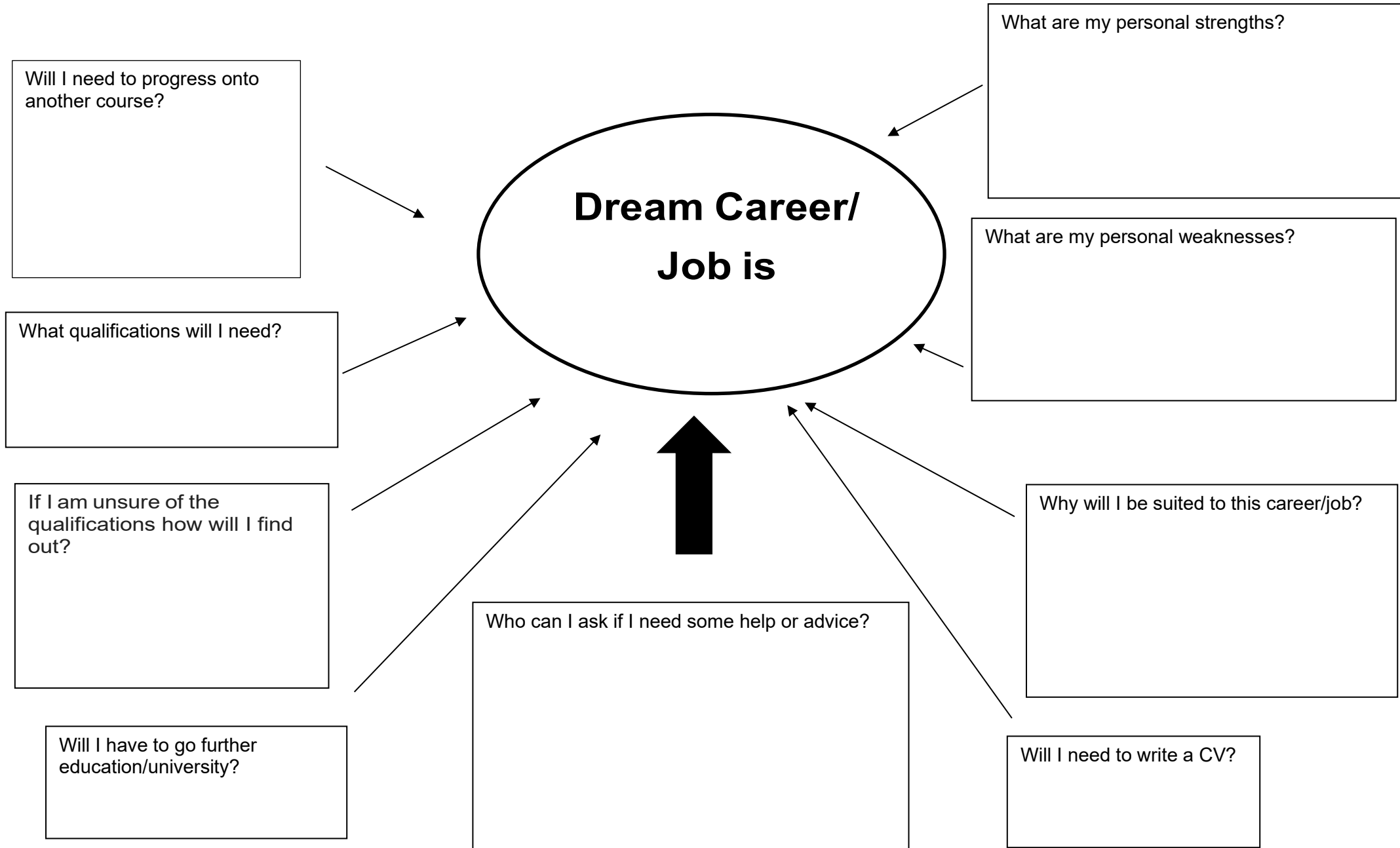
Date

Experience / Visit

Career Ideas

Useful for  
my future

# CAREERS BRAINSTORM ACTIVITY SHEET



# CAREERS PASSPORT

## Why take part in this employer workshop?

It is important to prepare for any interaction you have with an employer so that you feel confident in asking relevant questions to help you expand your knowledge about this employer, it will enable you to remain focused during the time you spend with the organisation.

- It gives you a chance to gain an insight into the typical working conditions
- You can meet and talk to people who are earning their living and can ask them about the job they do
- It will help you see links between the subjects you are studying at school, and the skills you will need in working life
- It will help you discover more about your own skills and interests

How would you make a good first impression?

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You might want to have the opportunity to interact with a number of employers, colleges and training providers.

Write down what you would like to learn more about with each employer. You will then need to reflect on whether you achieved your aim.

COMPANY	I WOULD LIKE TO KNOW	ACTIONS I NEED TO TAKE

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## ACTION PLAN

How can I make myself more employable in the future?

ACTION	SKILLS IT WILL DEVELOP	HOW WILL IT MAKE ME MORE EMPLOYABLE?

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COMPANY	I WOULD LIKE TO KNOW	ACTIONS I NEED TO TAKE

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## CV Example

**Andrew Howard**

Address line 1

Address line 2

T: 0121 638 0026

M: Your number

E: ahoward@youremail.com

### PERSONAL SUMMARY

An enthusiastic, dedicated and versatile individual with an outstanding academic background and excellent attitude to work. Highly motivated, reliable with experience of working in a office junior role for a accountancy firm. Currently looking to start a career in the financial services sector.

### ACADEMIC QUALIFICATIONS

#### 2008-2010 - A Levels - Handsworth College

##### Subjects and Grades:

Business Studies - A

Mathematics - B

English A

Accounting - B

#### 2004-2008 - GCSE's Josiah Mason Secondary School

##### Subjects and Grades:

Mathematics - A

Geography - C

English Language - A

Physics -A

Chemistry - B

### EMPLOYMENT HISTORY

PART TIME ACCOUNTANTS CLERK- Company name

March 2010 - present

- Responsible for writing professional letters to clients and suppliers.
- Assisting in producing bank reconciliation statements.
- Answering the phone and dealing with customer inquiries and complaints.
- Attending one a month meetings with senior managers.
- Involved in data entry of important statistical information.
- Sorting and delivering post to individuals.
- Working at the reception desk in the front office and dealing face to face with enquiries.
- Filing invoices and paperwork in relevant folders.
- Attended meetings with the company chartered accountants and clients.
- Prioritizing and sending follow-up letters.
- Helping to organising rotas and delegate tasks to colleagues.
- Creating mailing lists of potential clients.
- Helping the marketing team to promote the business in campaigns.
- Assisting with proof-reading, copying, packing, posting promotional materials.

### KEY COMPETENCIES AND PERSONAL SKILLS

- Quick and accurate keyboard skills.
- Able to work on tasks individually or as part of a team.
- Problem solving.
- Able to focus on accuracy and attention to detail whilst under pressure and against deadlines.
- Proficient in MS Word and MS Excel.
- Ability to deal professionally but firmly with customers, including people older than myself.
- Excellent organizational skills that allow me to multitask effectively.
- Adaptable to working in different locations at short notice.
- Proven ability to understand problems and then develop imaginative and inventive solutions.
- Able to communicate concepts and strategies clearly to colleagues.

### REFERENCES

Available on request.

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## CV PLANNING

Your CV, short for curriculum vitae, is a personal marketing document used to sell yourself to prospective employers. It should tell them about you, your professional history and your skills, abilities and achievements. Ultimately, it should highlight why you're the best person for the job.

**Personal Profile** – Who are you? What can you offer the company? What are your career goals?

### **Experience and employment history**

List your experience in reverse chronological order as your recent role is the most relevant to the employer. When listing each position of employment, state your job title, the employer, the dates you worked and a line that summarises each role. Then bullet point with powerful verbs and figures to support each claim and showcase your impact.

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## Education and qualifications

### Education and Qualifications

Like your experience section, your education should be in reverse chronological order. Include the name of the institutions and the dates you were there, followed by the qualification and grades you achieved.

### Additional Sections

You may want to write your key skills here or hobbies and interests.

### References

Write the details of who you wish to be contacted as a reference. You will need to include name and contact details, Writing "References Available Upon Request is perfectly acceptable.

# Links/Tools to Create a CV

Please note you may need an account for these:

<p>Reed CV Builder</p> <p><a href="https://www.reed.co.uk/cvbuilder">https://www.reed.co.uk/cvbuilder</a></p>	
<p>National Careers service</p> <p><a href="https://nationalcareers.service.gov.uk/careers-advice/cv-sections">https://nationalcareers.service.gov.uk/careers-advice/cv-sections</a></p>	
<p>Prospects CV support with examples</p> <p><a href="https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs">https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs</a></p>	
<p>AI Support</p> <p><a href="https://openai.com/chatgpt/">https://openai.com/chatgpt/</a></p>	

# CAREERS PASSPORT

## CAREER AMBITION

I want to earn £.....  
a year because.....

.....  
.....

My dream job would be

.....  
because .....

.....

A job I would hate would  
be .....

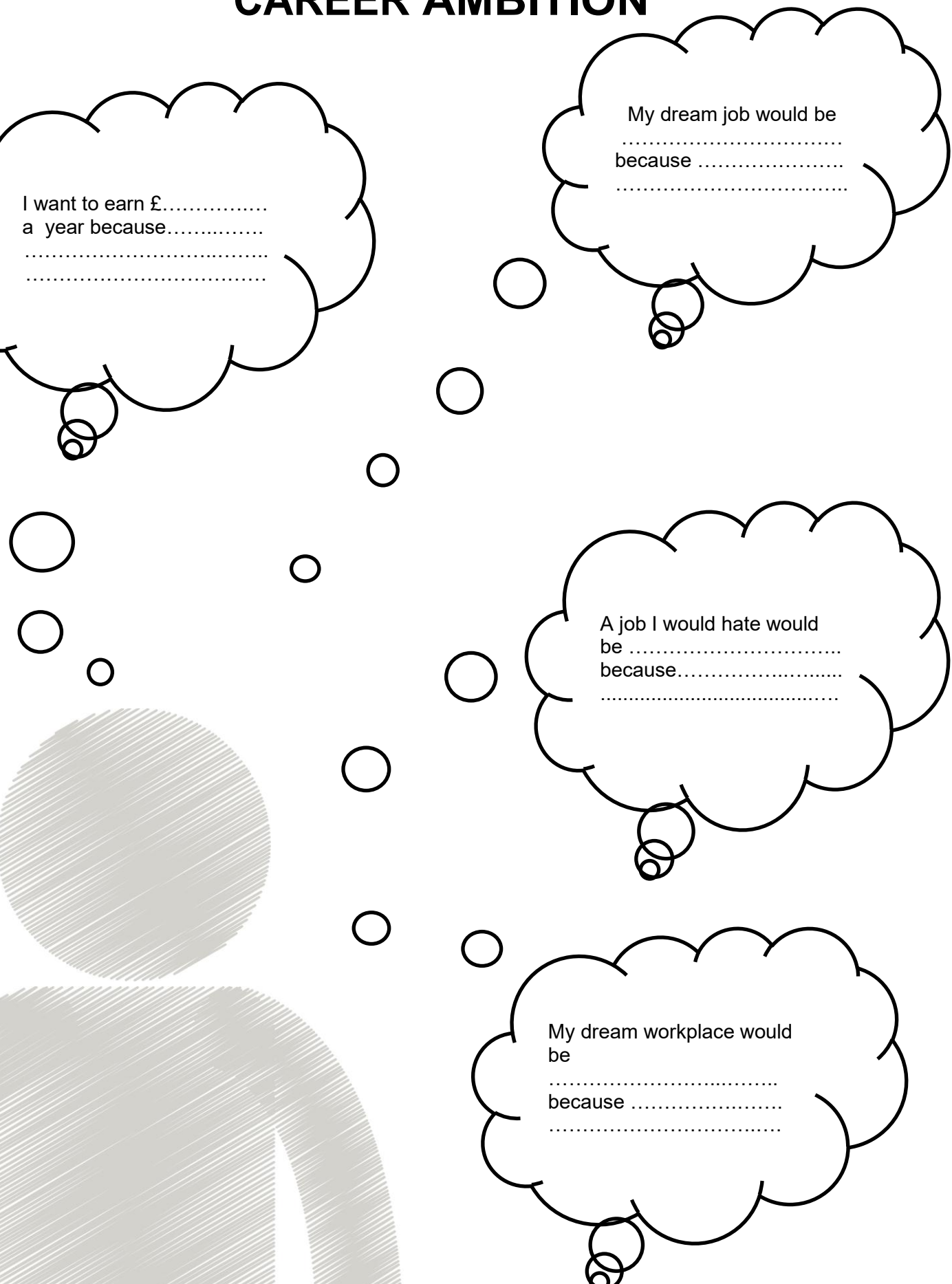
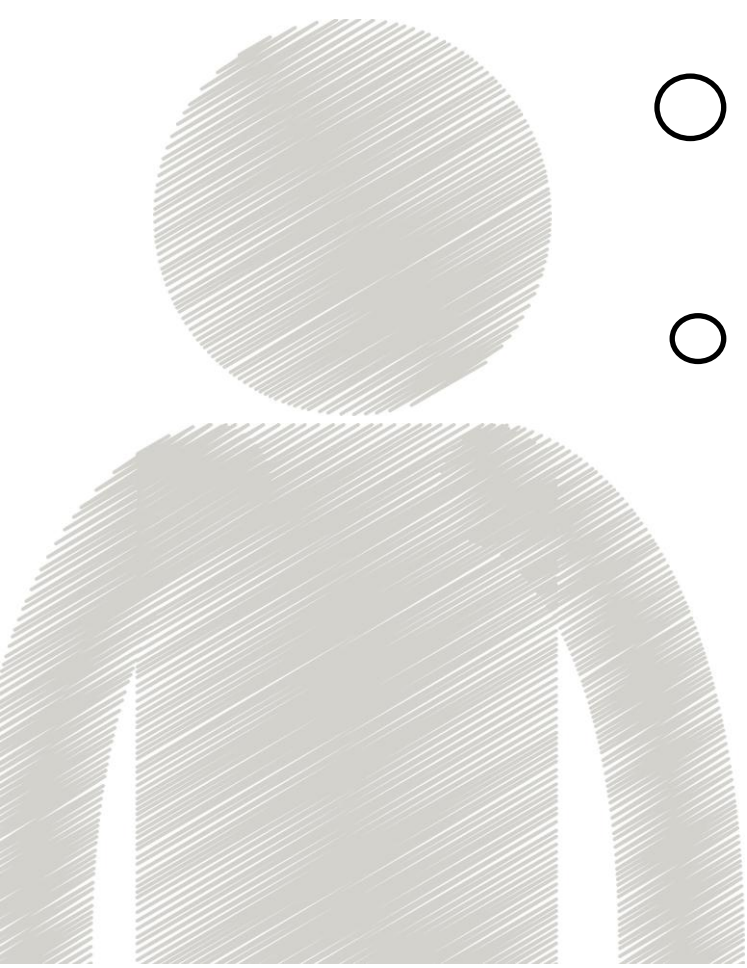
because.....

.....

My dream workplace would  
be

.....  
because .....

.....



# CAREERS PASSPORT

PROVIDER	NOTES

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PROVIDER	NOTES

# CAREERS PASSPORT

## 10 TIPS FOR A JOB INTERVIEW

### SEARCH ABOUT THE COMPANY

Before the interview, become familiar with the company where you want to work



### DONT TALK BAD ABOUT YOUR PREVIOUS JOB

If you disrespect your previous position it will mean that you are resentful and ungrateful

### MAINTAIN EYE CONTACT

Show that you are interested in what they are saying and look confident

### GO ALONE

Go by yourself in order to prove how independent and mature you are



### BODY LANGUAGE

Do not overuse hand gestures and do not cross your arms because that will not make a good impression

### WEAR APPROPRIATE CLOTHES

Be aware of the dress codes that the company has

### ANSWER ALL THE QUESTIONS

Do not avoid any question. Prepare some answers before the interview

### BE PUNCTUAL

Arrive at least five minutes earlier. Do not keep them waiting for you



### BE POLITE AND RESPECTFUL

It is important to use a formal tone and have good manners. Also, remember to be thankful for the opportunity



### BE CAREFUL

After the interview, it is not a good idea to expose details about the interview on the internet



# CAREERS PASSPORT

## Interview Tips - Preparing for your Interview

- Confirm your attendance. If you have any issues contact the organisation as soon as possible to rearrange.
- Inform the organisation if there are any reasonable adjustments which you require to be made.
- Try to find out what type of interview you will be having – will it be formal/informal?
- Do your homework! What does the organisation do? What are their values?
- Refer to the job description and person specification to look at what skills, experience and qualities the organisation is looking for. Also refresh your memory on what you wrote in your application form or CV.
- Practise your interview technique. Think of some questions and practise how you might answer them.
- Prepare some questions. Think about what you might like to know about the role or team for example.
- Look at where the interview is being held and plan your journey. It's also good to have a plan B, for example what if your bus breaks down on the way?
- Collate any certificates, identification or evidence you've been asked to take to the interview.
- Save a contact number in case you run into any issues on the day.
- Dress appropriately – smart and professional.

## Extra tips for virtual interviews

- Download any meeting software which will be used, for example Microsoft Teams, Zoom.
- Set-up in a suitable place, for example find a quiet room with good lighting and remove any background photos from view where possible.
- Check that your camera, microphone and internet connection are all working.
- Make a note of the video telephone call number in case you run into any difficulties connecting to the interview.

# CAREERS PASSPORT

Reasonably  
Adjust  
for better business

## Examples of Reasonable Adjustments

### Suitable equipment



Provide unique equipment such as chairs, screens or computer software

### Flexible working hours

Changing working patterns, such as:

- Staggered hours
- Remote working
- Flexitime working



### Accessible formats



Providing documents in accessible formats such as larger font size & off-white backgrounds

### Physical Environment

Providing quiet areas, adjustable lighting, clear routes with ramps and handles



### Regular breaks to help with mental health



Spaced throughout the day to help with concentration and mental fatigue

### Regular check-ins

Remember to have regular check-ins to make sure adjustments are still meeting everyone's needs



[www.acas.org.uk/reasonable-adjustments](http://www.acas.org.uk/reasonable-adjustments)

**acas**  
working for everyone



# CAREERS PASSPORT

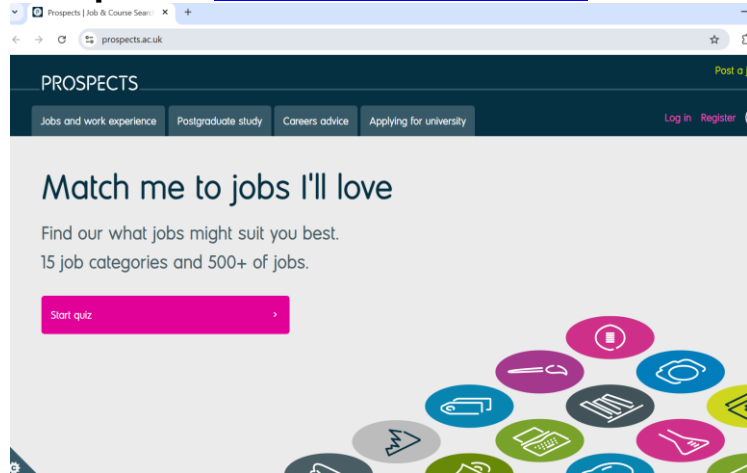
## Interview Questions

<b>Tell me about yourself.</b>	<b>How do you deal with pressure or stressful situations?</b>	<b>Where do you see yourself in 5 years?</b>
Summarize quickly your experience and go beyond CV and cover letter.	Share an instance when you remained calm despite the turmoil.	Study the career path within the company and mention attainable position.
Share your interests beyond work and mention all exciting points about you.	Acknowledge the importance of resilience, share your methods of handling stressful situations.	Highlight your ambitions, hard work and willingness to contribute to company's success.
<b>Why do you want this job?</b>	<b>What motivates you in your life?</b>	<b>What are your salary expectations?</b>
Link job responsibilities with your skills and career path.	Do not mention money as the primary motivator.	Research industry standards, and know a realistic salary range.
Express passion for the work and desired impact within the company.	Concentrate on growth, passion and purpose as key drivers.	Ideally ask about the level of salary for this role or mention your minimum expected amount.
<b>Why should we hire you?</b>	<b>How you handle criticism of your work?</b>	<b>What questions do you have for us?</b>
Showcase unique skills, experiences, and achievements.	Mention that you are always open to constructive feedback.	Always prepare in advance questions you might want to ask.
Explain alignment of your career goals with the company's needs.	Share changes made based on feedback and positive outcomes.	You can ask about team, growth opportunities, daily duties etc.

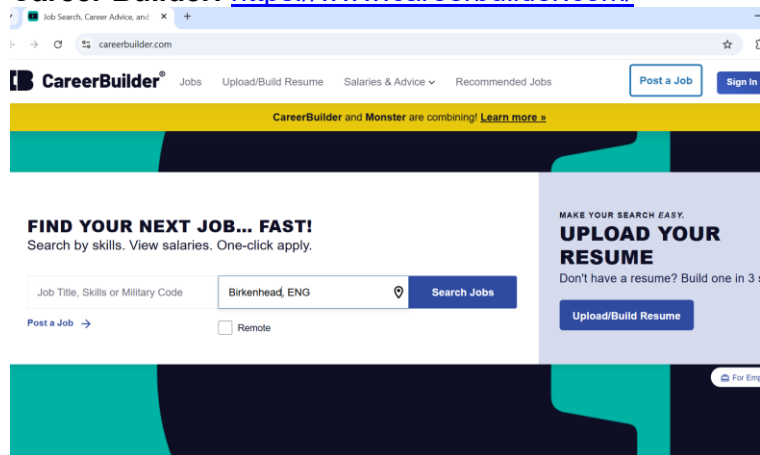
# CAREERS PASSPORT

## Online Directory

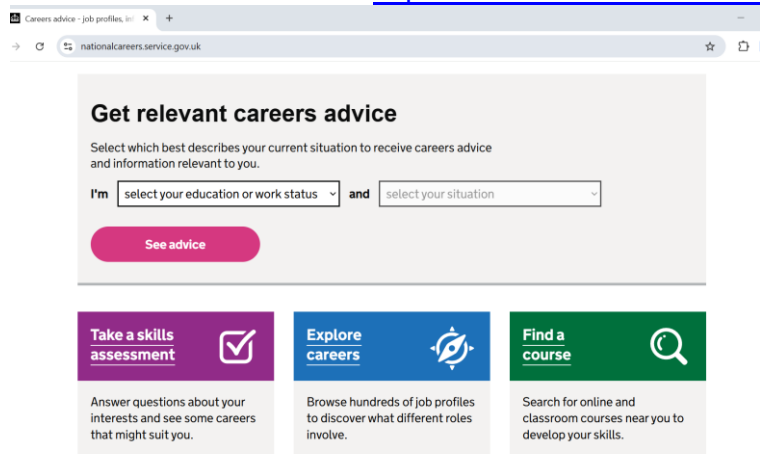
**Prospects:** <https://www.prospects.ac.uk/>



**Career Builder:** <https://www.careerbuilder.com/>

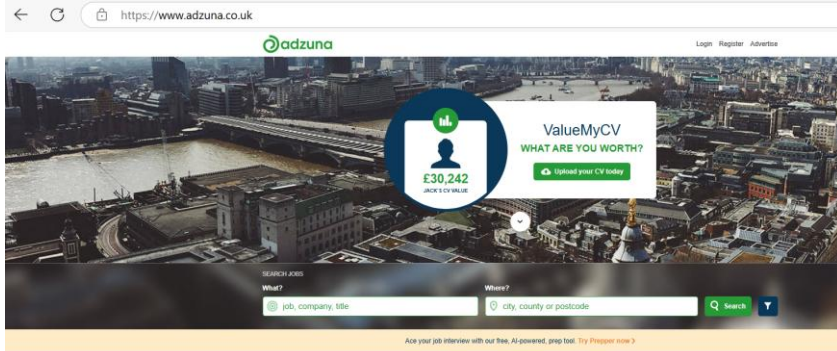


**National Careers Service:** <https://nationalcareers.service.gov.uk/>

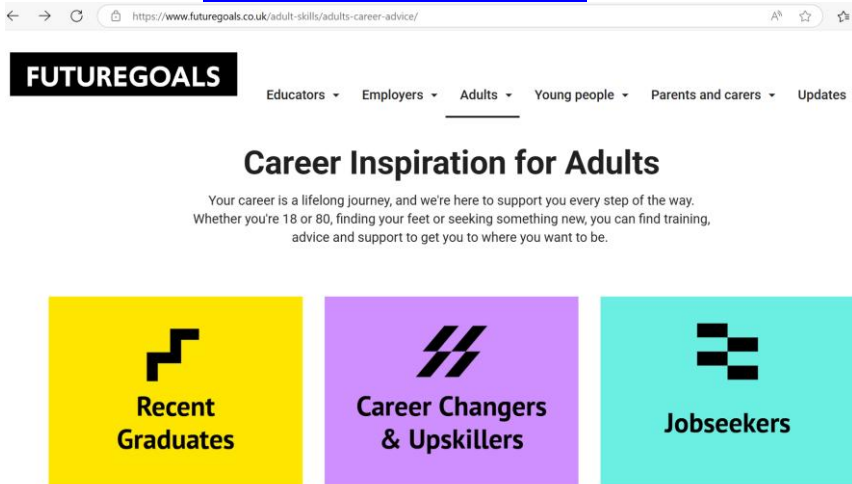


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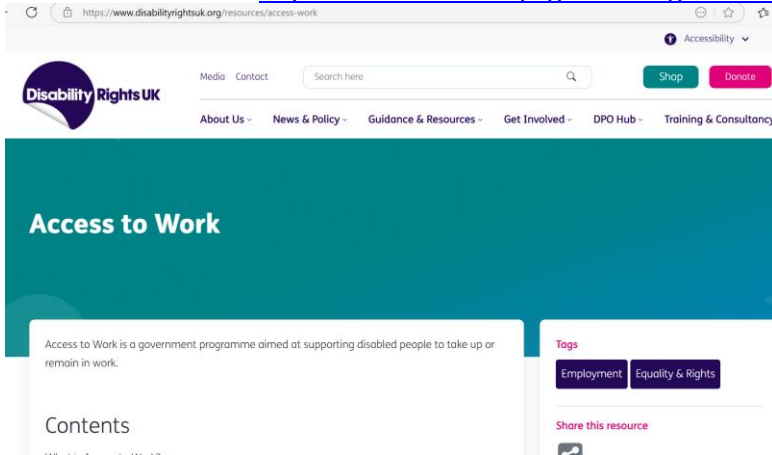
Adzuna: <https://www.adzuna.co.uk>



Future Goals: <https://www.futuregoals.co.uk>



Access To Work: <https://www.disabilityrightsuk.org/resources/access-work>



# CAREERS PASSPORT

## Shaw Trust: <https://shawtrust.org.uk>

shaw trust

What We Do ▾ News About us ▾ Change lives with us ▾ Work at Shaw Trust ▾ Co

Building a future where rewarding work is accessible for all.

Shaw Trust is a leading employment charity. Each year we support hundreds of thousands of people to achieve their full potential.

We help people find and keep meaningful jobs. We provide education and training for those starting out and those looking to progress in their jobs. We champion community health and wellbeing to improve all aspects of life and help people into work. We support businesses to



## Inspira: <https://www.inspira.org.uk/careers-help-advice/>

Read More

Read More

Read More

Read More

Read More

Read More

How To Get The Most Out Of A Careers Fair

Check out our 3 top tips on how to get the most out...

Inspira's Interview Guide

A tool kit bursting with resources to help you mas...

Book for a chat

We have expanded our careers services for young ad...

How To Look After Your Mental Health While Job Searching

Read our tips about how to stay positive while job...

3 transferable skills you can't live without

Check out the top transferable skills employers lo...

How do I get a job working in mental health?

Everything you need to know about starting a career...



## The UK Careers Fair: <https://www.ukcareersfair.com>

HOME EVENTS EXPLORE NEWS JOBS BOOK A STAND

The UK Careers Fair

At The UK Careers Fair, you can meet local and national employers face-to-face, and apply directly for **hundreds of vacancies**. Attending a careers fair is a great way of meeting face-to-face with employers and discovering new opportunities within a chosen industry or multiple sectors in your local area.

Open to everyone

Open to job seekers of all backgrounds, levels of experience, and fields of interest are encouraged to attend, providing a wide array of opportunities for everyone to find potential employers or career paths.

Hundreds of jobs

You can always expect there will be a vast range of employment opportunities across various industries, giving attendees the chance to explore and apply for multiple roles that fit your skills and interests.

Meet with local & national employers

Engage directly with a diverse range of companies from your local area and across the country, opening doors to potential job opportunities in various industries.

Always free to attend

Our careers fair is always free to attend, ensuring everyone has the chance to explore career options, network, and discover potential job opportunities without any financial barrier.

Discover new opportunities

Step into a world of possibilities as you explore a wide array of roles, sectors, and industries that may ignite a new passion or drive your career forward.

80+ locations covered

With over 80 locations participating in our careers fair, you can explore job opportunities not just locally, but across multiple regions, expanding your professional horizons.



## Career Guide

<https://alison.com/careers>

The screenshot shows the top portion of the Alison website's career guide page. At the top, there is a navigation bar with the Alison logo and the tagline "EMPOWER YOURSELF". Below this is a search bar with the text "What do you want to learn?". To the right of the search bar are several menu items: "Explore Courses", "Claim Your Certificates", "Find Jobs & Careers", and "More". A "Continue Learning" button is also visible. Below the navigation bar is a large blue banner with the text "Career Guide" and a sub-headline: "Alison's career guide will help you discover more about your career path and identify the exact courses you need to excel in your career." Below the banner are three buttons: "All Career Categories", "Trending Careers", and "Newly Added Careers". At the bottom of the screenshot, there is a search bar with the text "Search through 1,000+ careers" and a "View All Careers As a List" link.



# Volunteering

## What is Volunteering?

Volunteering is when someone spends unpaid time doing something to benefit others.

Helping your close friends or relatives isn't volunteering. But doing something to benefit the environment (and through that, other people) is.

Volunteering can be formal and organised by organisations, or informal within communities. It should always be a free choice made by the person giving up their time.

## What volunteers do

Volunteering is well established in the UK. Most charities and voluntary organisations involve volunteers in some way.

Some of the things volunteers do include:

- raising funds
- being a trustee (a voluntary role with legal responsibility for a charity)
- supporting or running events
- campaigning
- giving tours
- befriending
- giving advice, guidance or information
- monitoring and conserving wildlife
- giving first aid
- providing legal help
- driving or transporting people
- administrative support.

Volunteering can also be informal and not organised through an organisation. For example, driving a neighbour to a hospital appointment or tidying your local park.

# Volunteering

## What are the benefits of being a volunteer?

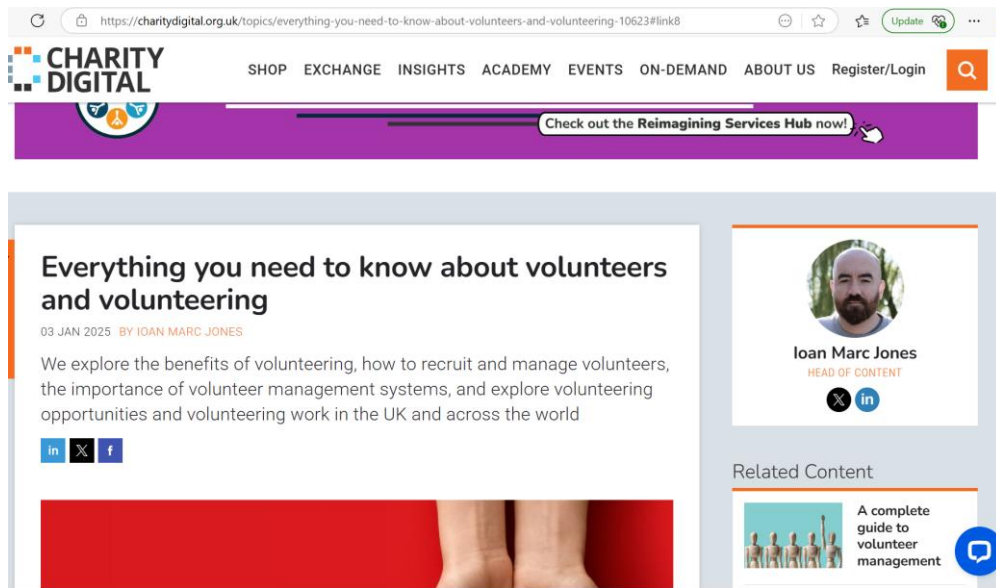
You get the chance to meet and help others within your community. It is a rewarding way to spend free time knowing you are making a significant difference to the lives of others.



# Volunteering

## Online Directory

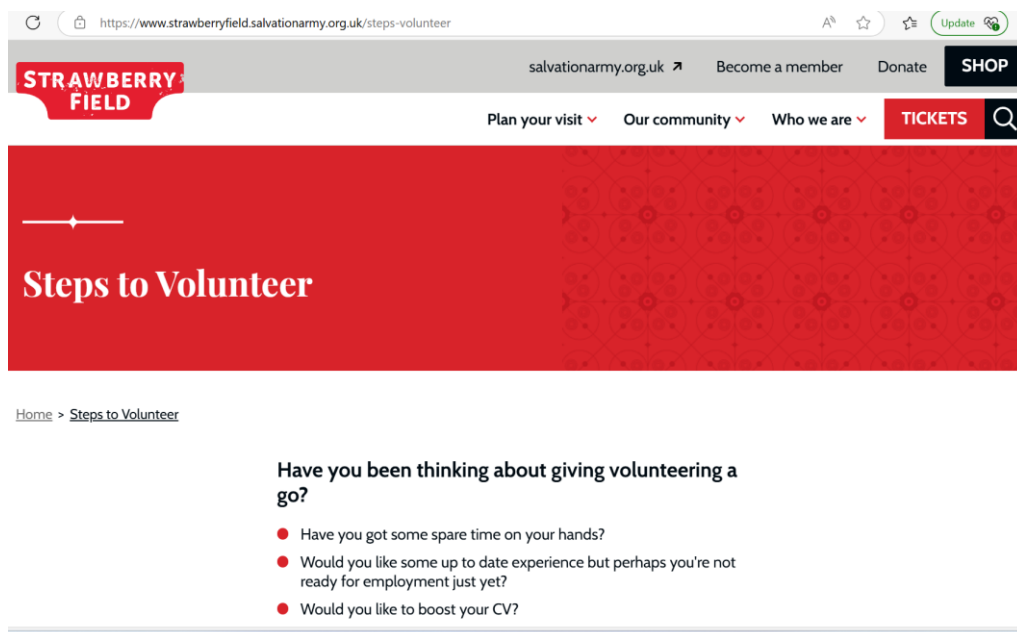
<https://charitydigital.org.uk/>



The screenshot shows the Charity Digital website. The header includes the logo and navigation links: SHOP, EXCHANGE, INSIGHTS, ACADEMY, EVENTS, ON-DEMAND, ABOUT US, Register/Login, and a search icon. A purple banner below the header says "Check out the Reimagining Services Hub now!". The main content area features an article titled "Everything you need to know about volunteers and volunteering" by Ioan Marc Jones, dated 03 JAN 2025. The article text discusses the benefits of volunteering, recruitment, and management systems. To the right of the article is a profile for Ioan Marc Jones, Head of Content, with social media icons for LinkedIn and Facebook. Below the article is a "Related Content" section with a thumbnail for "A complete guide to volunteer management".



<https://www.strawberryfield.salvationarmy.org.uk/>



The screenshot shows the Strawberry Field Salvation Army website. The header features the "STRAWBERRY FIELD" logo, the URL "salvationarmy.org.uk", and navigation links: "Become a member", "Donate", and "SHOP". Below the header are dropdown menus for "Plan your visit", "Our community", and "Who we are", along with a "TICKETS" button and a search icon. The main content area has a large red banner with the text "Steps to Volunteer". Below the banner is a breadcrumb trail: "Home > Steps to Volunteer". The main heading is "Have you been thinking about giving volunteering a go?". Below this heading is a list of three bullet points: "Have you got some spare time on your hands?", "Would you like some up to date experience but perhaps you're not ready for employment just yet?", and "Would you like to boost your CV?".



# Volunteering

<https://volunteermatters.org.uk/>

The screenshot shows the homepage of Volunteering Matters. At the top, there is a navigation bar with the logo 'VOLUNTEERING MATTERS' and links for 'Cymraeg | English', 'Donate Now', and various menu items like 'Volunteer with us', 'Our work', 'Support us', 'News & resources', 'About Us', and 'Contact us'. The main header features a purple background with the text 'Creating stronger communities from within' and a sub-header: 'By working with volunteers and partners in communities across the UK, our volunteering programmes turn local knowledge into action and progress. Get involved to make change happen.' Below this is a 'I want to' button. The content area includes a paragraph about the organization's mission, a video player titled 'Looking back at 2024', and a 'Sign up for updates' button. At the bottom, there is a section for 'Latest news and updates'.



<https://www.prospects.ac.uk/>

The screenshot shows an article on the Prospects website. The page title is 'PROSPECTS' with a 'Post a job >' button. The navigation bar includes 'Jobs and work experience', 'Postgraduate study', 'Careers advice', and 'Applying for university', along with 'Log in', 'Register', and a search icon. The article title is 'Volunteering' by Jemma Smith, Editor, dated September, 2023. The main text begins with: 'As well as looking impressive on your CV, volunteering is a great way to gain work experience, build contacts and give something back to individuals or communities. Whether at home or abroad, learn more about available voluntary opportunities'. Below this is a paragraph: 'Making a positive contribution to society while gaining the skills needed to pursue certain careers is a sure-fire way to impress potential employers. Voluntary work demonstrates your commitment to a sector, your proactive nature and your ability to communicate effectively and work as part of a team.' On the right side, there is a 'On this page' section with a list of links: 'Volunteering in the UK', 'Volunteer abroad', 'Online volunteering', 'Conservation volunteering', 'School experience', 'Social care', 'Mental health volunteering', 'Arts and culture groups', 'Sports coaching', 'Emergency volunteering', 'United Nations Volunteers (UNV) programme', and 'How to apply'.



# Volunteering

<https://www.ncvo.org.uk/>

The screenshot shows the NCVO website's volunteering page. The browser address bar displays <https://www.ncvo.org.uk/get-involved/volunteering/volunteering-opportunities/>. The navigation menu includes 'Help and guidance', 'Our services', 'Get involved', 'News and insights', and 'About us'. A search bar is present with a 'Choose topic' dropdown and a 'Search' button. The breadcrumb trail reads 'Home / Get involved / Volunteering'. The main heading is 'Find a volunteering opportunity'. Below this, a paragraph states: 'This page is for people interested in volunteering. NCVO doesn't place volunteers in charities directly, but the information and links listed here can help you find a suitable opportunity.' A 'Back to top' button is on the left. On the right, there is a 'Share this page' section with the text 'Tell a colleague' and social media icons for Facebook and Twitter. A link to 'Campaigns' is provided for volunteer-involving organisations.






<https://www.doit.life/>

The screenshot shows the Doit website's volunteer page. The browser address bar displays <https://www.doit.life/volunteer>. The navigation menu includes 'Non Profits', 'Companies', 'About', 'Volunteer login', and 'Non profit login'. The main image shows a group of diverse people smiling and talking. Below the image, the text reads: 'Browse thousands of volunteer opportunities from the UK's best loved national charities or find a way to lend a hand with inspiring community groups in your area!'.



# Self-Guided Learning

<b>Business administration</b> <a href="https://alison.com/course/diploma-in-business-administration">https://alison.com/course/diploma-in-business-administration</a>	
<b>Change management</b> <a href="https://alison.com/course/diploma-in-change-management-revised">https://alison.com/course/diploma-in-change-management-revised</a>	
<b>Health and Social Care</b> <a href="https://alison.com/course/diploma-in-caregiving-revised-2018">https://alison.com/course/diploma-in-caregiving-revised-2018</a>	
<b>Hospitality</b> <a href="https://alison.com/course/diploma-in-hospitality-management-including-english-language-studies">https://alison.com/course/diploma-in-hospitality-management-including-english-language-studies</a>	
<b>Human Resources</b> <a href="https://alison.com/course/diploma-in-human-resources-hr">https://alison.com/course/diploma-in-human-resources-hr</a>	
<b>Retail</b> <a href="https://alison.com/course/diploma-in-retail-management">https://alison.com/course/diploma-in-retail-management</a>	
<b>Warehouse and Logistics</b> <a href="https://alison.com/course/diploma-in-warehouse-management">https://alison.com/course/diploma-in-warehouse-management</a>	