



Prince's Trust



CAREER PLANNING WORK BOOK



1. Identifying Career Options

Write down some of your hobbies and interests:

Who does one of your hobbies as a job?

How did they become successful?

How many different job types are there in the NHS?

Name 3 jobs in the NHS which are NOT doctors or nurses:

- 1.
- 2.
- 3.

What is important to you?

Circle three words that apply to you the most

Respect

Honesty

Teamwork

Caring

Quality

1. Identifying Career Options

1.1 Where can you get careers advice and guidance?

List some websites and some people who could help you with this

1.2 Give examples of jobs which are relevant to your interests

Hobby / Interest	Job
Example : Gaming	Example: Software Developer uses digital skills, which are also used in gaming
1.	1.
2.	2.
3.	3.

What training might you need to start one of these careers?

1. Identifying Career Options

Watch the NHS Linen video, or read the job description.
What are the advantages and disadvantages of this job?

Advantages	Disadvantages

1.3 Describe the advantages and disadvantages of the career options you have chosen:

Job	Advantages	Disadvantages
1.	1.	1.
2.	2.	2.
3.	3.	3.

1.4 Identify job vacancies or training courses for your chosen career options.

Write the opportunity below, and the source.

(You could also include print outs or screenshots of the job opportunities as evidence)

Opportunity	Source
Opportunity	Source
Opportunity	Source

2. Applying for Jobs – CV's and Application Forms

Name:

What 3 things are most important to you?

What are your 3 biggest strengths?

What are 3 things you'd like to be better at?

What are 3 things you'd love to do in the future?

2. Applying for Jobs – CV's and Application

What are your top 5 SKILLS?

- 1.
- 2.
- 3.
- 4.
- 5.

What are your top 5 personal QUALITIES?

- 1.
- 2.
- 3.
- 4.
- 5.

2. Applying for Jobs – CV's and Application

Information that <u>should</u> be included	Why?

Information that <u>should not</u> be included	Why?

2. Applying for Jobs – CV's and Application Forms

CV HEADINGS	MY NOTES
<p><u>PERSONAL PROFILE</u></p> <p>A personal profile is an opportunity to describe yourself and what you want from a job and why you'd be a good fit for the company. This is the first thing someone reads about you, so is really important to make a good impression.</p> <p>For example: "A hard-working individual with a passion for all things fashion seeks part-time job in the retail industry."</p> <p>Think about:</p> <ul style="list-style-type: none"> ➔ What are your skills, strengths and values? ➔ What are your career goals? 	<p>My profile:</p>
<p><u>EMPLOYMENT HISTORY</u></p> <ul style="list-style-type: none"> ➔ Where have you worked or carried out work experience? ➔ You could also include work you have done for a family member, like helping out at a local fair, in a garage or babysitting. ➔ What were your roles and responsibilities? ➔ What were some of your achievements in the job? 	<p>List in date order, with most recent first:</p>
<p><u>EDUCATION</u></p> <ul style="list-style-type: none"> ➔ What qualifications do you have? ➔ Have you done any other training courses (this could be your Prince's Trust club) <p>Remember to include subjects and grades and what level they were at. Include subjects you are currently studying if you are still in school or college.</p>	<p>List in date order, with most recent first:</p>
<p><u>SKILLS</u></p> <ul style="list-style-type: none"> ➔ What are you good at? ➔ What skills have you gained through your school life, work life or personal life (e.g. presentation skills from class projects, team working skills from being part of a sports team, IT skills from school coursework) 	<p>List your skills below and give examples of how you have gained these skills:</p>

2. Applying for Jobs – CV's and Application Forms

CV HEADINGS	MY NOTES
<p>KEY ACHIEVEMENTS (optional)</p> <p>This section is great to show off any achievements that you are proud of, however if you don't wish to have this in your CV then you can leave blank.</p> <p>Achievements include sporting achievements, gaining awards or certificates outside your class subjects, e.g. First Aid / Duke of Edinburgh</p>	<p>List your achievements below:</p>
<p>INTERESTS</p> <ul style="list-style-type: none"> ➔ What do you do in your free time? ➔ What clubs have you been involved in (music, sports etc.) ➔ Before you put these on your CV, make sure what you are putting in would show the employer that you could use these skills for work, your interest is watching TV may not be of that great an interest to them! 	<p>List your interests below:</p>
<p>REFERENCES</p> <p>Who could write you a good professional, educational or character reference?</p> <ul style="list-style-type: none"> ➔ Teacher? ➔ Employer from work experience or placements? ➔ Sports coach or music tutor? <p>You don't have to include the details of your references on your CV but it is good to know that you have them if they are requested. In your CV you can just write "References available on request".</p>	<p>List possible referees below:</p>

2.1 - Your CV

Go to the CV Template and use the information above to create your own CV.

Add a copy of your finished CV to this workbook to show that you have created your own CV.

Save a copy of your CV (email it to yourself or save it to The Cloud) so you can edit it in the future.

2. Applying for Jobs – CV's and Application Forms

NHS Scotland Values	My Values
<p style="text-align: center;">Respect and Dignity</p> <ul style="list-style-type: none"> • Demonstrate respect for dignity, choice, privacy and confidentiality • Recognise and value uniqueness and diversity • Be polite and courteous in communications and actions • Be sincere, honest and constructive 	<p><u>Value:</u> Respect</p> <p><u>Why is it important to you?</u> It is really important for me to treat other people how I like to be treated. I like to hear other people's opinions and like to make sure everyone has the chance to take part.</p> <p><u>Give an example of how you have done this:</u> I worked as part of a team during a community project at school. We all had to decide on what project to choose and work together to achieve our goal. I always listened to other people's ideas and treated them with respect.</p>
<p style="text-align: center;">Care and Compassion</p> <ul style="list-style-type: none"> • Everyone is treated with sensitivity and kindness • Everyone feels listened to, secure, understood and is treated compassionately • Staff are approachable and contribute to creating a calm and friendly atmosphere • Providing a safe and caring setting for patients and staff 	<p><u>Value:</u></p> <p><u>Why is it important to you?</u></p> <p><u>Give an example of how you have done this:</u></p>
<p style="text-align: center;">Openness, honesty and responsibility</p> <ul style="list-style-type: none"> • Commit to doing what is right • Be a positive role model • Build trust by doing what we say we will do • Welcome feedback as a means of informing improvements • Maintain and enhance public confidence in our service • Use our resources and each other's time efficiently and wisely 	<p><u>Value:</u></p> <p><u>Why is it important to you?</u></p> <p><u>Give an example of how you have done this:</u></p>
<p style="text-align: center;">Quality and Teamwork</p> <ul style="list-style-type: none"> • Demonstrate a commitment to doing our best • Work together to achieve high quality • Seek out opportunities to enhance our skills and expertise • Understand and value each other's role and contribution • Be fair, thoughtful, welcoming and kind to colleagues • Offer support, advice and encouragement to others 	<p><u>Value:</u></p> <p><u>Why is it important to you?</u></p> <p><u>Give an example of how you have done this:</u></p>

2. Applying for Jobs – CV's and Application Forms

2.2 - Your Application Form

Complete your Application Form and ask one of your classmates to proofread it.

What job have you applied for?

Who did you ask to proofread your application form?

What changes did you need to make?

Finally - Add a copy of your finished application form to this workbook to show that you have completed your own application form.

3. Interviews

3.1 – What do you need to prepare before an interview?

- 1.
- 2.
- 3.
- 4.

Answer these questions to help you prepare for your interview

What time is your interview?

What is the address of your interview?

How will you get there?

What time do you need to leave to get there on time?

How much money do you need for transport?

What are you going to wear?

Who should you ask for when you get to your interview?

3. Interviews

Questions I might be asked	3.2 How I would respond?
Why did you apply for this job?	
Why do you want to work for this company?	
Explain what skills you can bring to the role	
In the section below add questions relevant to the job you are applying for.	3.2 How would I respond?

3. Interviews – Answering Questions

The CAR technique

Competency questions are designed to find out more about your skills and experience by asking you to give examples of how you have behaved in certain situations. They can be on both application forms and in interviews.

C – Context

Describe the situation (when/where/with who) and the task you were faced with. Keep it brief, this section is just so the person understands what was going on.

A – Action

Describe what you did. Explain what steps you took to complete the task. If you went above and beyond what was expected of you, make it clear here.

R – Result

Describe what happened because of your actions. Link the action to the result and make it clear the difference this made to you and the people involved in the situation. Use numbers or quotes to strengthen your answer.

How to answer a question using CAR

Question: When have you worked successfully as part of a team?

Example Answer using CAR:

(Context) When I was taking part in the Achieve Club at school, my group organised a bake sale fundraiser to raise money for a charity. We had to plan and arrange who was going to do different jobs for the bake sale, so that we were organised with enough cakes to sell, and so that enough people came to our event.

(Action) I asked other people in my team what jobs they wanted to do, and we then split up into smaller teams. Some of us were in charge of buying ingredients and baking, some of us organised posters and adverts and some of us were in charge of sales.

(Result) Everyone in the team knew what they were meant to be doing before, during and after the bake sale, and it went really well. We ended up raising more than £100 for charity!

Now, answer a question using the CAR technique

Question: Tell me about a time you had to complete a task under a tight deadline. Describe the situation and explain how you handled it?

(Context)

(Action)

(Result)

3. Interviews – Asking Questions

List 3 questions you could ask your interviewer

1.

2.

3.

3. Practice interviews feedback

Ask your practice interviewer to give you feedback on this page

1. Describe this person's strengths in the interview

2. How did they demonstrate self confidence?

3. What could have gone better in their interview?

Interviewed by:
Date:

Sign:

3.3 – Take part in a real or simulated interview: Interview feedback

Ask your practice interviewer to give you feedback on this page

1. Describe this person's strengths in the interview

2. How did they demonstrate self confidence?

3. What could have gone better in their interview?

Interviewed by:

Signature:

Date:

WELL DONE!

**YOU HAVE COMPLETED THE CAREER
PLANNING UNIT!**

**REMEMBER TO LOOK AT THE NHS
SCOTLAND CAREERS WEBSITE FOR
INFORMATION ON HUNDREDS OF
DIFFERENT JOB TYPES AND LIVE
VACANCIES.**