



Skills & Careers Activities

Resources designed for young people aged 14-24, including those in education, employment & training and those looking for work.



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Young Professional

Free skills resources for young people

1. Grow

- Life and work skills
- Careers understanding
- Confidence in how to get ahead in the pathway you choose



2. Get

- Tips and activities
- Certificate of completion
- A CV boost
- Our weekly newsletter with tips and advice



3. Discover

- Opportunities
- Youth Friendly Employers



Sign up today:

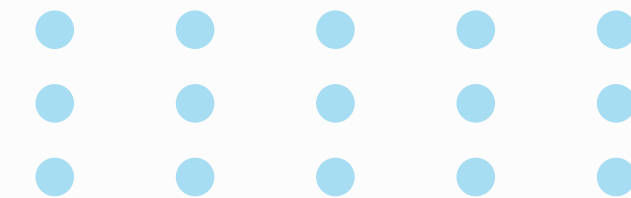
Young Professional

[www.youthemployment.org.uk/
young-professional-training](http://www.youthemployment.org.uk/young-professional-training)

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Choosing a career



You might already know what you want to do, or you might already be in the career of your dreams. But it's OK to be unsure - many young people often don't know what careers are out there or how they would even get to the career they want.

Take these steps to learn more about the careers available to you and which pathways lead to them.

Note: Even if you are in work or know what you want to do, some of these steps could be really helpful in supporting you to get into that career or boosting your career plans as you find out about promotions and next steps.



1. Do a free careers quiz. It won't give you all the answers but it will give you a place to start. This **Buzz Quiz** is a good one.

2. Write a list of things you want (or don't want) in your career. Use the sheet provided on the next page.

3. Talk to friends and family members. Learn about their careers and ask them what they think you would be good at.

4. Take a look at the **Careers Hub**. Explore each sector. Find out what the sector is, then see if any career roles that interest you and make a note of them.

5. Do a bit of research on the careers you like. What qualifications do you need? What sort of skills would be useful? How could you get these skills?

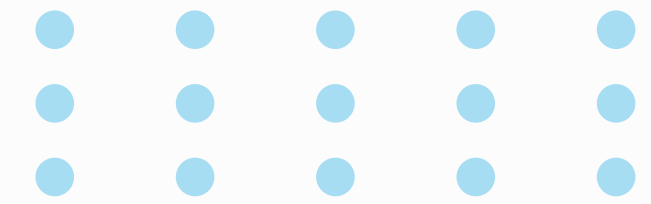
6. Start creating an action plan.

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Choosing a career

My worksheet



My Buzz Quiz animal was

My friends and family think I
would be good at

My career must involve

The careers I've learnt about
that interest me are

I don't want my career to be

To ready myself for the career
of my dreams, I could

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Understanding Pathways

Once you understand which careers you're interested in, it can be helpful to find out how you can get into them.

1. Search for a job that sounds interesting.
2. Read the career info to see what doing the job would be really like. Explore real life stories - there are many case studies out there.
3. Visit our Careers Guides and learn more about the qualifications or training for your dream career.
4. Complete a list of pros and cons for each route on the worksheet (next page).



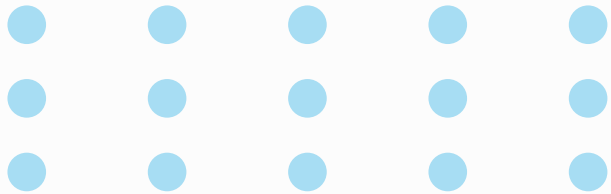
**Find free info on our
Careers Hub**



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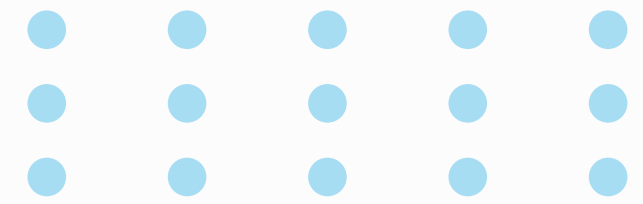
Understanding Pathways

My worksheet



Pathway	What is good about this option? (Pros)	What is bad about this option? (Cons)
T-Levels & vocational courses		
A Levels		
Apprenticeship		
University		
Entry Level		

Boosting your skills



Employers often tell us that recruiting someone with the right skills is just as important as qualifications. But what are the skills they are looking for, and how can you develop them? Can you build these skills when you're still in education, working, or looking for work?

The happy answer is that Youth Employment UK have all the skills information you need.

Yes, you CAN work on your skills at aged 14, 16, 20... or even when you're older and have been in work for some time.

1. Use the worksheet on the next page to record your confidence level in the key skill areas employers are looking for.
2. Visit our [careers hub](#) and learn how to boost your knowledge and understanding of those skills, and how to show them off. Try starting with the ones you feel least confident about.
3. See if you can find 3 things you can do to boost your skills over the next week.
4. At the end of the week record your confidence level on the worksheet again.

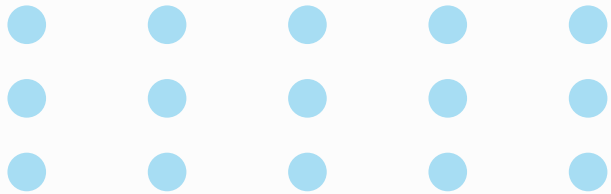
Hopefully you will see an improvement, and don't forget you can keep coming back to our resources and boost your skills whenever you like.



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Boosting your skills

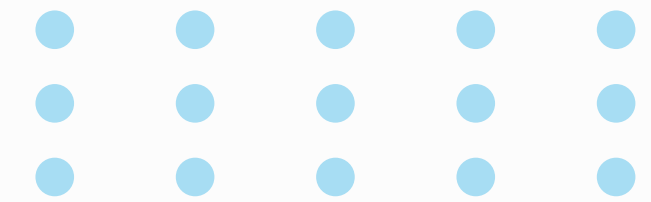
My worksheet



	Rate this skill (1 = low, 5 = high)	What tips have you learnt?	What will you do to boost your skill level?	Rate this skill (1 = low, 5 = high)
Communication				
Teamwork				
Problem Solving				
Self Belief				
Self Management				

Free [Young Professional training](#) can help you build all of these skills!

Volunteering & Work Experience



Another way to boost your skills is to volunteer or find work experience (which could be a part-time job).

Volunteering

Volunteering is a really fantastic way to boost your skills. Giving back to your community can really grow your confidence, too. PLUS it looks great on a CV! There are lots of volunteering opportunities, from working with children or animals to supporting a local hospital or volunteering with national and international charities. You can even volunteer online!

Work Experience

Whether you go and spend a day, a week or a fortnight with an employer you will gain valuable skills. Not only will you learn the ways of the business world and what different environments are like, you'll also get the chance to use your Young Professional skills.

[Find out more about work experience here](#)

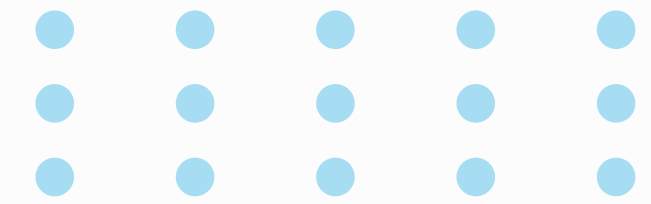
Part-time Work

Do not underestimate the power of a Saturday job, doing customer service or even helping parents in their businesses. All work looks good on a CV and can boost your skills. **ACTIVITY TIP:** Use the worksheet on the next page to explore what sort of opportunities might be available to you and how to get started.



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Volunteering & Work Experience **My worksheet**



	What might I like to do?	What else could I do?	How could I find an opportunity?
Volunteering			
Work Experience			
Part-time work			

Employers & Work

There are lots of different opportunities with employers of all shapes and sizes. We work with Youth Friendly employers who have signed up to offer great work experience, apprenticeships, training opportunities, graduate and entry level jobs.

You can learn about these employers and the opportunities they offer by visiting their early careers hubs.

To apply for work you will need to have a CV. A CV is a document that shows what skills and experience you have. You may then also be asked to come to an interview to meet with an employer and talk about your skills in person.



Getting your CV and interview technique right is important

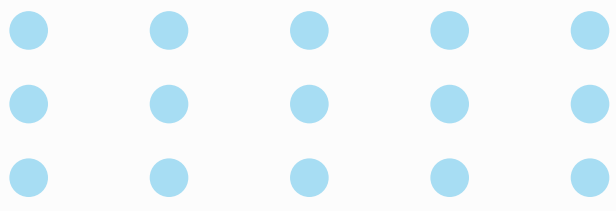
Employers often reject people with misspelled or poorly formatted CVs and those who have clearly not prepared for the interview.



Explore our advice on CV's and interviews

Use the worksheet on the next page to write down and record all the tips that will be helpful to you in future. You can then refer back to them when you need to.

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Employers & Work

CV Tips

What is most useful to me?

Interview Tips

What is most useful to me?

07

Getting help



Getting a job



Finance



Next steps



Starting a business



Mental Health



Opportunities

Youth Employment UK will always be a free resource for young people to help them navigate the journey from education to work.

Our site is packed with helpful and impartial information from our expert team, employers, partners and young people. We also provide links to great organisations who can provide specialist advice and whatever support you may need.

Take a look at the hubs linked on the left for extra help!

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Reflection

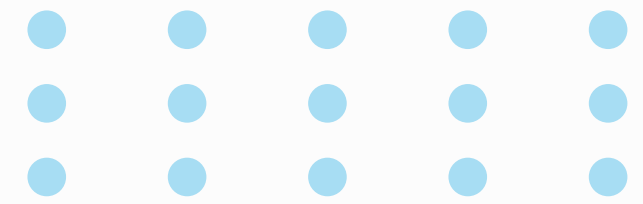
What information and exercises have you found most useful?



Reflect on key things YOU'VE learned. What future career steps do you want to take?



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Stay in touch

Email

info@youthemployment.org.uk

Website

www.youthemployment.org.uk

Young Professional Training

www.youthemployment.org.uk/young-professional-training/

Socials



Twitter:
[@YEUK2012](https://twitter.com/YEUK2012)



Facebook:
[@YouthEmploymentUK](https://www.facebook.com/YouthEmploymentUK)



LinkedIn:
[@YouthEmploymentUK](https://www.linkedin.com/company/YouthEmploymentUK)



Instagram:
[@youthemploymentuk](https://www.instagram.com/youthemploymentuk)