

Skills & Career 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

Sign up and register for the newsletter to:

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 skills challenge newsletter

3 Discover

- Opportunities
- Youth Friendly Employers

Sign up now:

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

Choosing a career

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

Take these steps to learn more about the careers available to you and how you might get to them.

PS. 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.
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 available appeal to you. Write down the ones you might be interested in.
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. **Write down a bit of an action plan.**



Choosing a career

My worksheet



My Buzz Quiz animal was

My family and friends 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...



Understanding

Pathways

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

1. [Search](#) for a job that sounds interesting
2. Read the career info to see what doing the job would be really like
3. Visit our [Choices section](#) and learn more about the qualifications or training FOR YOUR DREAM CAREER(S)
4. Complete a list of pros and cons for each route on the worksheet

FIND FREE INFO ON OUR [CAREERS HUB](#).



Understanding pathways



My worksheet

Pathway	What is good about this option (PROS)	What is bad about this option (CONS)
BTEC or 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 even build these skills when you're still in education, working, or looking for work?

The happy answer is that Youth Employment UK has 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** to record your confidence level in the key skills areas employers are looking for.
2. **Then visit our skills pages** and take some time to boost your knowledge and understanding of those skills.
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..

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.

Remember! Make sure you have signed up for the Young Professional email as we will share new skills tips with you every week.



Boosting your skills

My worksheet



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

Volunteering & work experience

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

Volunteering... is a really fantastic way to boost your skills. Giving back to a 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.

Work Experience... Whether you go and spend a day, a week or a fortnight at 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 put your Young Professional skills into practice.

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 to explore what sort of opportunities might be available to you and how you could get started with something.

[Read more
here](#)



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 opportunities, apprenticeships or entry jobs for young people.

You can research those employers and get to learn about them. See what it's like to work for them and how you can apply for their opportunities through our Careers Hub.

In order 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 not prepared for the interview.

Explore our advice on CVs and interviews

Use the worksheet to note down all the tips you think you can use in the future.



Employers & work



My worksheet

CV Tips what is most useful to me

Interview Tips what is most useful to me

Getting help



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 young people may need.

Take a look at these pages on our site for extra help:

[Getting a job](#)

[Finance](#)

[What to do next](#)

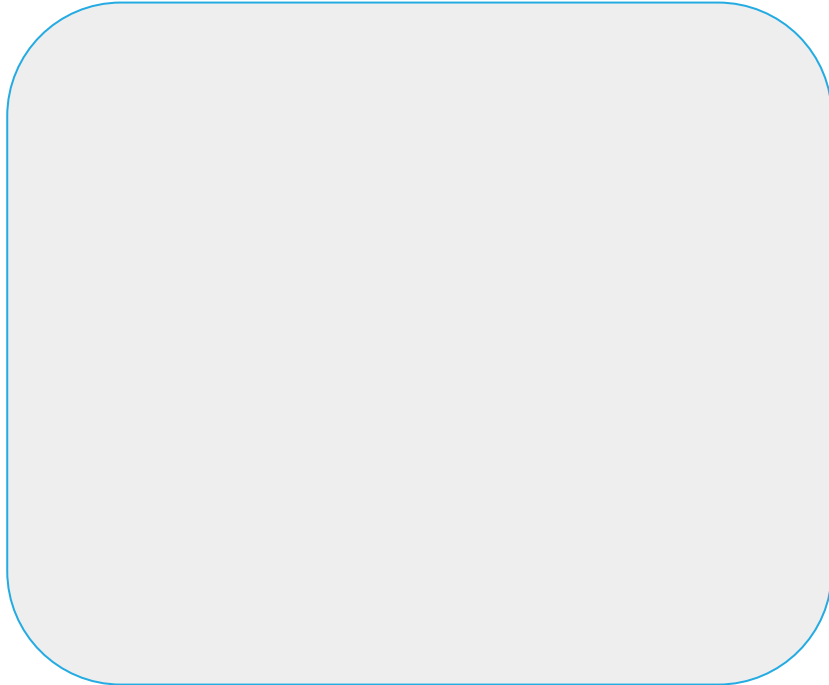
[Starting a business](#)

[Mental Health](#)

[Opportunities](#)

Reflection

What information & exercises have you found most useful?

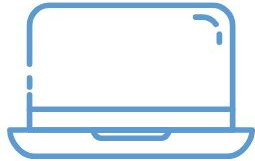
A large, empty, light gray rounded rectangular box with a thin blue border, intended for writing reflections on the most useful information and exercises.

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

A large, empty, light gray rounded rectangular box with a thin blue border, intended for writing reflections on key things learned and future career steps.



Stay in touch



Sign up to the website

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



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