



Gyrfa Cymru
Careers Wales

My Careers Workbook

Let's Get Started



Name



Llywodraeth Cymru
Welsh Government

Welcome

This careers workbook will give you the skills and knowledge needed to start considering your future career options

Your future options could include:



Where you can find information about the courses to choose for your future career.



What skills are employers looking for?



Do your current skills match what is required for the careers you are interested in?



Information about different routes into work.



This workbook will also help you to research the requirements and future demand of different careers which you may not have been aware of.

Let's get started!!!

Activity 1



What is the name of your school's Careers Adviser?



Where is the Careers Adviser based?



When is the Careers Adviser in school?



How do you make contact with Careers Wales?



What would you expect a Careers Adviser to talk to you about?

Activity 2 - Quiz

From the table below, tick which skills link to the jobs suggested.

Which Jobs require these skills and qualities	Engineer	Accountant	Hotel manager	Graphic designer	Environmental conservation officer	Care assistant
Physical fitness						
Using computers						
Communication with others						
Working in a team						
Planning and organising						
Creativity and good ideas						

About You



List **three** jobs **you** are interested in.



What sort of skills and qualities do the **three** jobs **you** have suggested require you to consider if you were to apply for them?

Job 1



Job 2



Job 3



Go online to www.careerswales.gov.wales



Scroll down and select '**Job Information**'



Job Information

Search for information on 100's of different job titles.

When researching your choices within 'Job Information', please take notes about the skills and qualities that the people see as important in each of the **three** jobs.

What skills and qualities are similar that are required for **all** three jobs:



Is there anything else you have noticed that is similar about these jobs?

What skills and qualities are required for each of the jobs which are different from the other two jobs?

Job 1



Skills and qualities

Job 2



Skills and qualities

Job 3



Skills and qualities

Activity 3

Research

Using "Job Information" research the following:

What is the Salary Range for:

Job 1 to

Job 2 to

Job 3 to



What qualifications are required for this job?

Job 1

Job 2

Job 3



What is the future demand for these 3 jobs?

	Number employed in Wales	Expected future demand	Job openings expected in Wales each year
Job 1			
Job 2			
Job 3			



Using no more than 100 words, what have you discovered about your three jobs, and what are your thoughts about these jobs now?

Job 1

Job 2

Job 3

Write down what you have learnt about the three job ideas you have researched. Information could include:

- Where you would work
- What you would do
- Routes into the jobs
- Could you be self-employed

Now that you have researched the 3 jobs how are you feeling about your decisions?

- Were there any surprises?
- Are you still interested in these jobs?
- Have you changed your mind?

How will what you have learnt help you make decisions in the future?

- Where to find job information
- Future job demand
- Courses to study
- Skills and qualities needed
- Working for yourself

