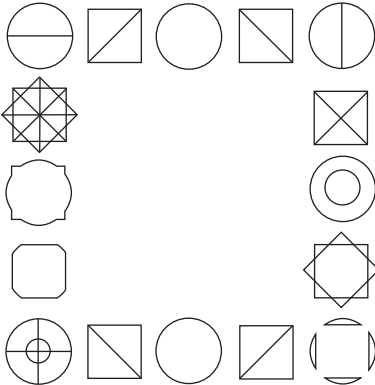


Careers Resources on the WWW

a photocopyable directory of careers related websites



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SOFTWARE ON CD

The CD contains a set of internet bookmarks (internet explorer favorites) and a webpage that you can run from your desktop. Both of these mirror the websites in this paper publication. The licence agreement for using the software on the CD can be found at the back of the pack.

HIGHFLYERS

Introduction

We are always being told that we must get into using the internet. That young people use it as a matter of course for a whole host of reasons so it would be remiss of careers practitioners to ignore such an amazing resource.

Through the internet individuals have access to almost the whole of recorded human knowledge, in every form, through a personal computer, often at home.

Implications for careers practitioners

The internet is an abundant source of careers information but getting students to use it has to be done with care, otherwise it can be a bit like telling a thirsty person to stick their head in Niagra Falls!

Careers practitioners wanting to use the internet with their students face two main problems:

1. How to get adequate access to computers to enable clients to spend time using the resource - machines may not be available when needed or the careers practitioner might not be available to help students use it when machines are available.
2. How to get students to search for information selectively - to avoid unnecessary or inappropriate surfing.

How to use this pack

This pack has been designed to help practitioners overcome these problems. Firstly, it contains lists of career related web addresses which can be photocopied and given to students so that they can search the web when they have access to a machine.

However, access to the net might also be through school networks, careers libraries and computer clubs or even cyber cafes and local libraries where it would be useful to have quick on line access to relevant sites. With that in mind, this publication now includes a copy of Careers on the net on CD. This contains both a set of bookmarks or favorites for use on a computer using Internet Explorer as a web browser and a web page with all the sites set up as links. So when students are using these they can, by clicking on a favourite or a hot link, quickly get to the relevant site. (For instructions on how to set these up please see the readme file on the CD.)

With both paper listings and on line links, we hope this product will help you and your students make quick and easy use of what is a rich resource for careers work - the internet.

A word of warning

These lists contain merely a selection of careers related sites to point people in the right direction. This pack is not a fully comprehensive directory of every careers related site on the internet. Also, the addresses were correct at the time of going to print, however, sites move and disappear so it is impossible for us to guarantee that they will still be there. However, we hope that these addresses help you to help your clients get started on using the internet for careers.

Happy Surfing!

SEARCHING THE WEB

If you want to try and find websites where you do not already have the address you can use a wide variety of search engines to try and track them down. Here are some basic tips on how to search:

❶ Go to a search engine by typing in the web address of the engine. See the Search Engines section for a list of search engine web addresses.

❷ In the search box type in the words you want to search for, for example:

“accountancy vacancies” UK

By putting speech marks around the two main words the search engine will look for sites that contain that entire phrase (rather than all sites with accountancy in them and all sites with vacancies in them).

❸ By putting UK on the end the engine will look for UK sites. This helps to narrow the search.

Note: All search engines categorise sites according to their own criteria so you may get different results from different search engines. It is worth practising with different search engines to find the one that most suits your needs.

❹ Some sites give further guidance on how to use search engines and evaluate websites. To see these go to www.support4learning.co.uk/reference/evaluate.htm

Another way to try and find sites is to try and guess the address. This is not as hard as you might imagine as most addresses follow a similar format.

Most addresses begin with:
`http://www.`

Next comes the organisations name in full or initials: e.g.
railtrack
museumsassociation
or
eyp (electronic yellow pages)
bbc

Next comes a full stop and then the organisation type. These take a variety of forms but usually relate closely to the type of organisation:

examples of the most common ones

.co	=	company
.com	=	also company, often American
.org	=	organisation
.ac	=	academic institution
.gov	=	government body
.mod	=	Ministry of defence
.police	=	police authority

Finally comes a full stop and then the location. Again this can take a variety of forms:

examples of the most common ones

.uk	=	United Kingdom
.au	=	Australia
.de	=	Germany
.cz	=	Czech Republic
.nl	=	Netherlands
.it	=	Italy
.no	=	Norway
.ch	=	Switzerland

It doesn't always work but sometimes it can save time to try and guess the address.
Good luck.

WEB TIPS



So you want to surf the web for careers information. Here are a few basic tips about how to do this:

- > Get on line. If you do not know how to do this, find someone who does and get them to show you how.
- > Type the web address you want to go to in the location or address box near the top menu bar and then press the Enter key.
- > BE PATIENT. Check for signs that the site is loading.. (you will usually get a message at the bottom of the screen and a bar that shows how much of the page has loaded)
- > If you change your mind whilst waiting for a connection, click on the STOP button at the top.
- > To move around the website, use your mouse to point at the things that look interesting then click on them with your mouse.
- > Once you have explored the site, see if they have any links (hotlinks) to other relevant sites and then click on those.
- > If your clicking takes you somewhere you do not want to be, click on the BACK button on the top menu bar.
- > If you find a good site save it as a BOOKMARK or FAVOURITE, by clicking on those icons on your top menu bar.
- > Stay focussed. Know what you are looking for and try not to be distracted by other sites, no matter how interesting they look!
- > WARNING: Remember that the information you get from the internet can be out of date or even misleading. Check it against other information sources - use your careers library and talk to careers staff.

Good luck

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A Administration, Business and Office Work

AA Business and management services

● Accenture - Management Consultancy	J	accenture.com
● BSI Standards	J	bsi-global.com
● British Association of Public Safety Communications Officers		bapco.org.uk
● British Chamber of Commerce		chamberonline.co.uk
● British Companies		britishcompanies.co.uk
● British Employment Law		emplaw.co.uk
● British Occupational Hygiene Society	P	bohs.org
● British Safety Council		britishsafetycouncil.co.uk
● British Services		britishservices.co.uk
● Business & Management Gateway	P	sosig.ac.uk/business
● Business and Economics on the Internet	P	bized.ac.uk
● Business Directory	P	yell.com
● Business Finder	P	scoot.co.uk
● Business Opportunity Factsheet series		cobwebinfo.com
● Business Sponsorship		sponsorshipcareers.com
● Chartered Institute of Personnel & Development	J	cipd.co.uk
● Chartered Institute of Public Relations		ipr.org.uk
● Companies House	J/P	companies-house.gov.uk
● Confederation of British Industry	J/P	cbi.org.uk
● Consultants News (USA)	J	kennedyinfo.com
● Ergonomics 4 Schools		ergonomics4schools.com

-
- Add *www.* to the beginning of each address apart from those beginning *http.*
 - Many sites have links to others - use them to explore.
 - If you find a good site save it as a bookmark or favorite.
 - Remember that the information you get from the internet can be out of date or even misleading. Check it out against other information sources.

J = sites with job vacancies

P = portal (provides links to many other sites)

SSC = Sector Skills Council

● European Agency for Safety & Health at Work		http://europe.osha.eu.int
● European Business Directory	P	europages.com
● European Industrial Relations		eiro.eurofound.ie
● European Services Strategy Unit		european-services-strategy.org.uk
● Executive & Senior Management Courses	P	managementcourses.com
● Federation of Small Businesses		fsb.org.uk
● Health & Safety Executive	J	hse.gov.uk
● Institute of Administrative Management		instam.org
● Institute for the Management of Information Systems		imis.org.uk
● Institute of Management Consultancy	P	imc.co.uk
● Institute of Management Services		ims-productivity.com
● Institute of Occupational Safety & Health	P	iosh.co.uk
● International Business Leaders Forum		iblf.org
● International Christian Chamber of Commerce	P	uk.iccc.net
● International Personnel Management Association for Human Resources	J	ipma-hr.org
● Kelly's Directory	P	kellysearch.co.uk
● Kompass Directory	P	kompass.com
● Management Consultancies Association		mca.org.uk
● Management Standards Centre		management-standards.org
● NHS Graduate Scheme		futureleaders.nhs.uk
● Northern Ireland Public Service Alliance		nipsa.org.uk
● Occupational & Environmental Health Website	P	hsl.gov.uk/capabilities/oe-health.htm

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