



On the Spot job information leaflets

The On the Spot job information leaflets are aimed at younger students (Year 7 and 8) and students or clients who have some difficulty reading lots of text. (12m workers have reading age of children. Guardian. Jan 24, 2006) A lot of careers information is very heavily text based which can be off putting for some users. We wanted to provide lots of visual clues to help users explore key aspects of a range of jobs.

Originally designed for students with special needs the leaflets quickly developed a more mainstream appeal and as a result, in this new updated version we decided to refocus them to reflect that. In this new version the text descriptions are more detailed and we have included 25 higher level jobs such as teacher and doctor. (In their current format the leaflets may prove too indigestible for students with special needs so we have amended the On the Spot Job Cards to cater more fully for that group - see our website for further information).

The What would I be doing in this job? box on the first page outlines the main duties and work activities. This list could be used to help plan out activities for a work experience placement.

The What else do I need to get good at? box lists skills which could be learnt elsewhere and transferred into this job. This helps students to see how the skills and qualities they already have might be useful in this job and can also be used as the basis for personal goal setting. For example, to get into this job I need to get good at 'measuring lengths and angles'. I am going to do this by ...

Two Versions on the CD

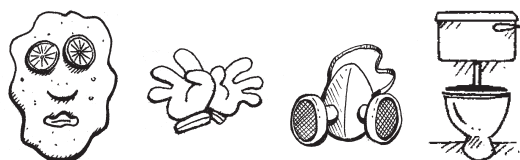
The pack comes with two versions of the leaflets on the CD. The first version is the same as the printed version in the binder. The second version has only the drawings, job description and some empty boxes for students to fill in. This version is designed to be used as worksheets which encourage students to research jobs and record what they have found out.

The information used in these leaflets was correct at the time of going to press but users need to be aware that this may change over time and so be encouraged to do further research into those careers and jobs that interest them.

We hope you and your clients find these leaflets informative and stimulating and if you have any comments please do not hesitate to contact us.

Mike Shaw and Jackie Hartley
January 2006

For information about using the CD version please see the readme file on the CD and the licence agreement at the back of the part 2 folder.



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On the Spot leaflets

alphabetical order by job title

A	2	Accountant
	4	Actor
	6	Administrative Assistant
	8	Air Cabin Crew
	10	Airport Baggage Handler
	12	Ambulance Care Assistant
	14	Ambulance Paramedic
	16	Animal Rescue Centre Worker
	18	Antique Restorer
	20	Antique Shop Assistant
	22	Architect
	24	Aromatherapist
	26	Auto Electrician

B	28	Baker
	30	Barber
	32	Bar Worker
	34	Beauty Therapist
	36	Beauty Consultant
	38	Beekeeper
	40	Betting Shop Clerk
	42	Bill Poster
	44	Bingo Caller
	46	Block Paving Layer
	48	Bottling Operative
	50	Bowling Alley Lane Marshall
	52	Breakdown Service Patrol Officer
	54	Brewery Worker
	56	Bricklayer
	58	Builder's Labourer
	60	Builder's Yard Assistant
	62	Building Society Clerk
	64	Bus Driver
	66	Butcher - retail
	68	Butcher - wholesale

C	70	Cabinet Maker
	72	Cake Decorator
	74	Call Centre Worker
	76	Car Body Repairer
	78	Car Park Attendant
	80	Car Replacement Window Fitter
	82	Car Salesperson
	84	Car Valet
	86	Care Assistant (Children)
	88	Care Assistant (Elderly)
	90	Caretaker
	92	Carpenter & Joiner
	94	Carpet Cleaner
	96	Carpet Fitter
	98	Cartoonist
	100	Catalogue Shop Assistant
	102	Cavity Wall Insulator
	104	Ceiling Fixer

	106	Ceramic Decorator
	108	Chauffeur
	110	Checkout Operator
	112	Chef
	114	Childminder
	116	Children's Entertainer
	118	Chimney Sweep
	120	Cinema or Theatre Attendant
	122	Cinema Projectionist
	124	Classroom Assistant
	126	Cleaner - building exteriors
	128	Cleaner - domestic
	130	Cleaner - industrial
	132	Clerical Assistant
	134	Cloakroom Attendant
	136	Coach Driver
	138	Coal Deliverer
	140	Computer Assembly Technician
	142	Computer Games Shop Assistant
	144	Construction Plant Operator
	146	Cook
	148	Counter Service Assistant
	150	Countryside Ranger/Warden
	152	Craft Potter
	154	Croupier
	156	Cycle Repairer

D	158	Dairy Farmer
	160	Damp Proofer
	162	Dancer
	164	Demolition Operative
	166	Dental Nurse
	168	Dentist
	170	Disc Jockey (Club)
	172	Disc Jockey (Radio)
	174	Diver
	176	Doctor
	178	Dog Groomer
	180	Door Supervisor
	182	Dressmaker
	184	Driving Instructor
	186	Dry Cleaning Assistant
	188	Dry Stone Waller
	190	DTP Operator
	192	DVD Rental Shop Assistant

E	194	Electrician
	196	Electronic Assembler
	198	Embalmer
	200	Engineering Operative
	202	Engraver
	204	Estate Agent

F	206	Factory Work Assistant
	208	Fairground Worker
	210	Farm Secretary
	212	Farm Worker
	214	Fast Food Worker
	216	Felt Roofer

218	Fencer	322	Market Research Interviewer	
220	Firefighter	324	Market Stall Trader	
222	Fish & Chip Shop Server	326	Merchant Navy Deck Rating	
224	Fish Farm Worker	328	Messenger	
226	Fisherman, Fisherwoman	330	Meter Reader	
228	Fishmonger	332	Midwife	
230	Floor Layer	334	Milk Roundsperson	
232	Florist	336	Mobile Mechanic/ Car Tuner	
234	Footballer	338	Motor Mechanic	
236	Forest Worker	340	Motorcycle Mechanic	
238	Foundry Worker	342	Motorcycle Salesperson	
240	French Polisher	344	Museum/Art Gallery Attendant	
242	Fruit Grower	346	Musician	
244	Funeral Services Assistant	348	Music Shop Assistant	
246	Furniture Remover			
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G	248	Gamekeeper	N 350	Nanny
	250	Garden Centre Assistant	352	Newsagent
	252	Gardener	354	Newspaper Adverts Salesperson
	254	Graphics Studio Assistant	356	Nurse
	256	Greenkeeper	358	Nursery Nurse
	258	Grocer		
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H	260	Hairdresser	O 360	Office Receptionist
	262	Health and Fitness Instructor	362	Optician
	264	Heating and Ventilating Fitter	364	Order Picker
	266	Holiday Representative	366	Outdoor Pursuits Instructor
	268	Home Care Assistant		
	270	Horse Riding Instructor	P 368	Packer - light goods
	272	Hospital Porter	370	Painter & Decorator
	274	Hot Dog Seller	372	Parent and Toddler Group Organiser
	276	Hotel Manager	374	Park Keeper
	278	Hotel Porter	376	Personal Assistant
	280	Hotel Receptionist	378	Pest Controller
	282	Hotel Room Attendant	380	Pet Shop Assistant
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I	284	Ice Cream Seller	382	Petrol Station Attendant
	286	Illustrator	384	Pharmacist
	288	Insurance Clerk	386	Photo Processing Assistant
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J	290	Jewellery Maker	388	Photographer
	292	Jockey	390	Physiotherapist
	294	Journalist	392	Piano Tuner
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K	296	Kennel Hand	394	Picture Framer
	298	Kitchen Assistant	396	Pig Farmer
	300	Kitchen Fitter	398	Pilot
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L	302	Laboratory Technician	400	Pizza Deliverer
	304	Landscape Gardener	402	Plasterer
	306	Laundry Assistant	404	Playgroup Helper
	308	Legal Executive	406	Play Worker
	310	Librarian	408	Plumber
	312	Locksmith	410	Police Officer
	314	Lorry Driver	412	Post Office Clerk
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M	316	Machine Printer	414	Postroom Clerk
	318	Make up Artist	416	Postal Worker
	320	Market Gardener	418	Pottery Worker
			420	Print Finisher
			422	Print Shop Assistant
			424	Prison Officer
			426	Probation Officer
<hr/>				
			Q 428	Quarry Worker

R	430	Radiographer	542	Tool Hire Shop Assistant
	432	Railway Station Assistant	544	Tourist Information Centre Assistant
	434	Railway Track Worker	546	Traffic Warden
	436	Receptionist	548	Train Conductor
	438	Refuse & Recycling Centre Worker	550	Train Driver
	440	Refuse Collector	552	Travel Agent
	442	Road Worker	554	Tree Surgeon
	444	Roadie	556	TV Aerial Rigger
	446	Roof Sheeter and Cladder	558	Tyre Fitter
	448	Roofer		
	450	Roundsman, woman	U	560 Upholsterer
	452	Roustabout		
S	454	Sales Representative	V	562 Van Driver
	456	Sales Representative (Children's Books)		564 Vehicle Parts Salesperson
	458	Sandwich Maker		566 Vehicle Paint Sprayer
	460	Scaffolder		568 Vending Machine Attendant
	462	School Club Worker		570 Veterinary Nurse
	464	School Crossing Warden		572 Veterinary Surgeon
	466	School Meals Supervisor	W	574 Waiter/Waitress
	468	Scientist		576 Wardrobe Assistant
	470	Security Guard		578 Warehouse Assistant
	472	Sewing Machinist		580 Waste Water Plant Operator
	474	Sheet Metal Worker		582 Watch & Clock Repairer
	476	Shelf Filler		584 Water Bailiff
	478	Ships Steward/Stewardess		586 Welder
	480	Shoe Repairer		588 Wigmaker
	482	Shop Assistant		590 Window Cleaner
	484	Shop Fitter		592 Window Dresser
	486	Signwriter		594 Window Fitter
	488	Skip Delivery Driver		596 Wood Machinist
	490	Snack Bar Assistant	Y	598 Youth Worker
	492	Social Worker		
	494	Soldier (Infantry)	Z	600 Zoo Keeper
	496	Solicitor		
	498	Sound Recording Assistant		
	500	Sports Centre Assistant		
	502	Sports Coach		
	504	Sports Shop Assistant		
	506	Stable Hand		
	508	Stagehand		
	510	Steeplejack		
	512	Store Demonstrator		
	514	Store Detective		
	516	Street Cleaner		
	518	Stunt Artist		
	520	Swimming Pool Attendant		
	522	Switchboard Operator		
T	524	Tattooist		
	526	Taxi Driver		
	528	Teacher - primary		
	530	Telephone Salesperson		
	532	Thatcher		
	534	Theme Park Attendant		
	536	Tiler		
	538	Timber Treatment Worker		
	540	Timber Yard Worker		