

Create provides 17 photocopyable workbooks covering the following topics:

- 01 Create a career plan
- 02 Create a self profile
- 03 Create a skills profile
- 04 Make better career decisions
- 05 Be more confident & assertive
- 06 Researching career opportunities
- 07 Choosing Higher Education
- 08 Job hunting
- 09 Further Education & Training
- 10 Taking a year out
- 11 Self-employment
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- 14 Job applications
- 15 University applications
- 16 Job interviews
- 17 Academic interviews



Jackie Hartley has been a Careers Adviser for over 20 years, during which time she has worked with clients of all ages and backgrounds. In recent years she has focused a lot of her energy on writing and publishing careers materials through Highflyers Publishing Ltd, a company she jointly owns and runs with her husband Mike Shaw.

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*I decided to write this pack because fellow guidance workers were telling me that there was a need for some sort of self study workbooks for post 16 clients and adults. I had experience of writing and using workbooks in my role as a careers lecturer with university students, and this had shown me the value of giving clients something to take away and work on between inputs from me. Mature students in particular seemed to like them and so did their friends. Requests for further copies for husbands, wives, friends and relatives to use were not infrequent! I was also excited by the idea of encouraging individuals to do things for themselves and be more active in their own career planning. So I set about writing these workbooks and what a monster this project turned out to be. These workbooks feel like a distillation of my 20+ years experience as a Careers Adviser; they contain exercises and activities, the origins of which in some cases are lost in the mists of time; they point people towards a wealth of resources, particularly on the internet, which represent only the tip of the iceberg in relation to what is available - but I had to stop somewhere. I don't see the workbooks replacing guidance work with individuals but rather supplementing and supporting it. As ever, I am eternally grateful to my husband, Mike, for turning my great mountains of text into, what I hope will be, a highly useable and eye-catching publication.*

*Jackie Hartley*

## Using the CD ROM

The CD ROM contains the 17 workbooks for you to view and print using a PC. They are listed in numerical order (see below) in Adobe Acrobat Reader format :

- 01 Create a career plan
- 02 Create a self profile
- 03 Create a skills profile
- 04 Make better career decisions
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- 07 Choosing Higher Education
- 08 Job hunting
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# Notes for Users

## What are self study workbooks?

Collectively, these self study workbooks provide the user with a framework for research. They lay out a blueprint for career planning. By working through them users can begin to construct a career plan for themselves and then set about implementing it. Individually, each workbook:

- is a useful source of information that can help users to access a wide range of resources
- presents a number of sequential activities which help the user to explore specific careers topics
- is structured in such a way that it covers the essential issues
- contains spaces for the user to include notes and reflective commentary
- can be used as a record of learning
- can form the basis for discussions between the individual and a tutor or guidance worker
- is an aid to self assessment
- is designed to stimulate future planning
- encourages the individual to take more responsibility for, and be more active in, their own career planning
- is designed to stimulate learning by doing which, in turn, builds up an individual's confidence in themselves, and their ability to manage their own careers.

## How can they be used?

They can be used in a number of ways. Some to consider are:

- As a tool for guidance workers who could give specific workbooks to individuals to work on between interviews. Experience shows that this is particularly relevant to the stage one workbooks. Helping people to decide what career they want to do can be a time consuming activity. By asking individuals to work through Workbooks 2 and 3, in their own time, a lot of the reflective thinking and self analysis can

be done between contacts. This can then form the basis for a more in depth discussion at the next meeting.

- In response to specific enquiries, for example - 'I am interested in setting up my own business, can you give me any advice on how to do this?' As a first step, clients could be given the relevant workbook.
- As supporting materials for workshops looking at different aspects of career planning. Individuals could use the workbooks within the workshop and then take them away to continue working on in their own time.
- As supporting materials for a taught careers education programme. Workbooks could be given to students to reinforce the topics covered in lessons and encourage more active learning.
- With small groups of people who want to explore careers issues and need an agenda for discussion and action.

Please note:

The information within these workbooks was correct at the time of going to press.

## These workbooks are different:

Workbook 1: Create a Career Plan

This workbook is designed to be an analytical tool to help the user map out which other workbook/s from this series they need to complete. It should be given out to individuals who are struggling to articulate their career needs.

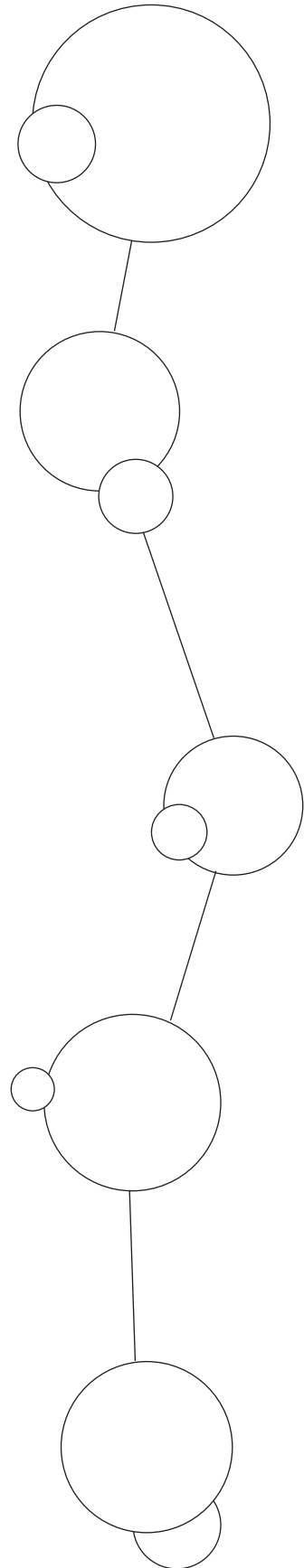
Workbook 6: Researching career opportunities

This workbook is designed to help users learn HOW to research career areas that interest them. It does not cover WHAT to research - that is covered within the appropriate workbook. Some users may find this workbook useful as a forerunner to others in the series.

## How should they be given out?

To ensure that individuals make best use of the workbooks it is essential that they are introduced to them properly. You need to think about how you want to introduce them to users. We would recommend doing the following:

1. Make sure that the individual is happy to spend some of their own time working through the workbook. Be sensitive to issues like:
  - literacy (can they read and write?)
  - confidentiality (are they worried about others seeing them investigating careers?)
  - time (have they got the time to do this?)
2. Talk through the workbook with the individual and explain how it can be used. In particular, stress that it is their copy and they can write in it! You should also point out that there is a copyright on each workbook which means they cannot copy it for further distribution.
3. Check that they can access the internet as many of the workbooks refer users to websites.
4. Check that they know where the recommended places to go for help locally, are situated. You will need to go through the workbook beforehand to check this out.
5. Point out that the workbook is part of a series. The user may want to:
  - only use one workbook
  - take copies of interrelated workbooks, for example all the stage one workbooks
  - take copies of linked workbooks, for example Choosing Higher Education, University Applications and Student Finance.
6. Explain what they can do once they have completed the workbook. This might be:
  - to return and discuss it with a guidance worker (give them times when they can do this)
  - to return for other workbooks in the series
  - to get on, themselves, with sorting out their choices, using the information provided
7. Stress that this is not a foolproof way of career planning. It will get them started and show them the kinds of things they need to think about, and find out about, but it will not guarantee to lead them to their ideal career. It should, however, get them moving in the right direction.



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