

TAB 4:

Careers Skills and Knowledge

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1. How to write a CV

The abbreviation 'C.V.' is Latin for Curriculum Vitae. The phrase means 'course of life', and it is a summary of your academic and work history. Employers look at this to decide if you are a suitable candidate for the position they are looking to fill.

- [How to write a CV | National Careers Service](#)
- [How to write a CV | Prospects.ac.uk](#)
- [How to: Write a CV | reed.co.uk](#)
- [Monster Video – How to write a CV](#)

2. Careers Vocabulary

Employment

A relationship between two parties (an employer and an employee). In the employee agrees to give up their time to do something that the employer wants done, in exchange for money. Where someone wants to work but cannot find an employer they become unemployed. However, if you are able to earn money without an employer, for example by selling services direct to customers, then you are self-employed.

Labour Market

The world of work can be thought of as a marketplace in which some people (employers) are buying and others (employees) are selling their time and effort (labour.)

Occupation

An occupation describes a type of job or a series of closely related jobs. It describes what someone does but doesn't describe where someone works. So computer programmer is an occupation but the Information Technology industry is a sector.

Recruitment

The process of finding employees to fill vacant job opportunities.

Salary

A regular payment made to someone for the work they do. It is usually described in job adverts as an annual (yearly) sum. However, this annual figure will normally be described as a gross figure (the whole amount paid by the employer) rather than as a

net figure (the amount that the employee actually takes home after they have paid taxes, pensions and other deductions).

Sector

The type of organisation that you work for. It doesn't describe the jobs that individual workers do. So, a school is in the education sector, but it will employ accountants, cleaners, and administrators as well as educators.

STEM

The term STEM describes qualifications and jobs that relate to Science, Technology, Engineering and Mathematics. This is a very broad category, but it is important because lots of commentators argue that we don't have enough workers with STEM qualifications.

Trends

Economists look at what has happened in the past to make a guess about what might happen in the future. For example, they might look at how many agricultural workers are about to retire and how many are being trained to suggest whether there is going to be a need for more agricultural workers in the future. Such information is based on careful analysis, but is best seen as an informed guess rather than a fact.

3. Workplace Skills

What are Soft Skills?

Soft skills are non-technical skills that relate to how you work. They include how you interact with colleagues, how you solve problems, and how you manage your work. Below are some ways in which you can improve your knowledge of soft skills, and tips for learning to develop them.

- [How to develop your soft skills | National Careers Service](#)

Developing soft skills through volunteering:

- [Search for a local volunteering opportunity - Get Volunteering](#)

4. Understanding Yourself

Who am I, and what career suits me?

Take some time to explore these links to find out about your personality type, your skills and your interests and how these can relate to careers in the future

- [Buzz quiz – icould](#)
- [Career Personality Test: What Career Suits Me? \(careerexperts.co.uk\)](#)

- [Job Match | Prospects.ac.uk](#)
- [Skills assessment | National Careers Service](#)
- [Take The 'Buzz Quiz' Careers Test. What Job Could You Do? \(ucas.com\)](#)
- [16 Personalities](#)
- [123 Test](#)
- [Business Readiness Assessment](#)
- [The Princeton Review – Careers Quiz](#)

5. **Wellbeing**

Emotional and mental health support for students

- Get in touch with Steph Nickless (Designated Safeguarding Lead – steph.nickless@longdonhallschool.co.uk) and Ian Mapp (Head of Pastoral – ian.mapp@longdonhallschool.co.uk) if you would like further support.
- You can find [support and advice with assessment results](#) on Childline.
- Visit YoungMinds to read about [dealing with exam stress](#).
- If you want to speak to someone for mental health support, visit Mind to contact their [mental health support helpline](#).