

YOUTH EMPLOYMENT UK

# SKILLS & CAREER ACTIVITIES

These resources are designed for young people aged 14-24 including those in education, employment and training and those looking for work



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# Young Professional

FREE SKILLS RESOURCES FOR YOUNG PEOPLE

SIGN UP AND REGISTER FOR THE NEWSLETTER TO:

1

## Grow

Your work and life skills  
Your Careers knowledge  
Your confidence in how to  
get ahead in the pathway  
you choose

2

## Get

Tips and activities  
A certificate of completion  
A CV boost  
Our weekly skills challenge  
newsletter

3

## Discover

Opportunities  
Youth Friendly Employers

Sign Up Now

[youthemployment.org.uk](https://youthemployment.org.uk/young-professional-training/)  
[/young-professional-training/](https://youthemployment.org.uk/young-professional-training/)



# CHOOSING A CAREER

Some of you might already know what you want to do, or you might already be in the career of your dreams. But for many young people they often do not know what careers are out there and how they would even get to the career of their dreams.

Take these steps to learn more about the careers available to you and how you might get to them.

PS. Even if you are in work or know what you want to do some of these steps could be really helpful in supporting you to get into the career or boosting your career plans as you find out about promotions and next steps

1. Do a free careers quiz - it won't give you all the answers but it will give you a place to start. This is a good one - [Buzz Quiz](#)
2. Write a list of things you do want or know you do now want in your career (use the sheet provided)
3. Talk to friends and family members, learn about their careers and ask them what they think you would be good at.
4. Take a look at the [Careers Hub](#) - explore each sector, find out what the sector is and then see if there are any career roles available that appeal to you? Write down the ones that you might be interested in.
5. Do a bit of research on the careers you like, what qualifications do you need, what sort of skills would be useful, how could you get these skills?  
Write down a bit of an action plan



# Choosing a career

## MY WORKSHEET

**MY BUZZ QUIZ  
ANIMAL WAS**

**MY CAREER  
MUST INVOLVE**

**I DO NOT WANT  
MY CAREER TO BE**

**MY FAMILY AND  
FRIENDS THINK I WOULD  
BE GOOD AT**

**THE CAREERS I HAVE  
LEARNT ABOUT THAT  
INTEREST ME ARE**

**WHAT I COULD DO NEXT  
TO READY MYSELF FOR  
THE CAREER OF MY  
DREAMS**



# UNDERSTANDING PATHWAYS

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Once you have an understanding of the type of career that you are interested in it can be helpful to find out how you can get there.

There is a large amount of information available to you for free on the Youth Employment UK Careers Hub

**1** SEARCH FOR A JOB THAT SOUNDS INTERESTING TO YOU

**2** READ THE INFORMATION IN THE JOB ROLE THAT TELLS YOU WHAT QUALIFICATIONS YOU NEED

**3** VISIT OUR CHOICES SECTION AND LEARN MORE ABOUT THE QUALIFICATIONS OR TRAINING PROGRAMMES THAT YOUR JOB ROLE REQUIRES

**4** COMPLETE A LIST OF PROS AND CONS FOR EACH ROUTE ON THE WORKSHEET



# Understanding pathways

MY WORKSHEET

Pathway	What is good about this option (PROS)	What is bad about this option (CONS)
BTEC or vocational courses		
A Levels		
Apprenticeship		
University		
Entry level		



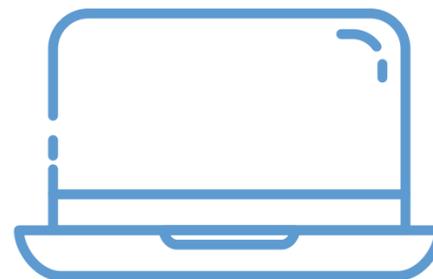
# BOOSTING YOUR SKILLS

Employers often tell us that recruiting someone with the right skills is just as important as qualifications. But what are the skills they are looking for and how can you develop them, can you even develop them when you are still in education or whilst you are looking for or in work?

The happy answer is that Youth Employment UK has all the information about skills that you need. And yes you can work on your skills at aged 14, 16, 20 or even when you are older and have been in work for some time.

1. Use the worksheet to record your confidence level in the key skills areas employers are looking for
2. Then visit our skills pages and take some time to boost your knowledge and understanding of those skills
3. See if you can find 3 things that you can do to boost your skills over the next week
4. At the end of the week record your confidence level on the worksheet

Hopefully you will see an improvement, but do not forget that you can keep coming back to our resources and boost your skills whenever you want.



**Remember! Make sure you have signed up for the Young Professional email as we will share new skills tips with you every week.**



# BOOSTING YOUR SKILLS

MY WORKSHEET



	Rate this skills (1 = low, 5 = high)	What tips have you learnt?	What will you do to boost your skill level?	Rate this skills (1 = low, 5 = high)
Communication				
Teamwork				
Problem Solving				
Self Belief				
Self Management				



# VOLUNTEERING & WORK EXPERIENCE

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Another way to boost your skills and experience is to volunteer or to find work experience which could be a part-time job.

*Volunteering* is a really fantastic way to boost your skills and giving back to a community can really grow your confidence. PLUS it looks great on a CV! There are lots of volunteering opportunities from working with children, animals, supporting a local hospital or volunteering with national and international charities.

*Work Experience* whether you go and spend a day, a week or a fortnight at an employer you will gain valuable skills, not only will you learn the ways of the business world and what different environments are like you will also get the chance to put your Young Professional skills into practice.

*Part-time work* do not underestimate the power of a saturday job, of waitressing or even helping parents in their businesses. All work looks good on a CV and can boost your skills. Activity - use the worksheet to explore what sort of opportunities might be available to you and how you could get started with something.



**[Read more here](#)**



# VOLUNTEERING & WORK EXPERIENCE

## MY WORKSHEET

	What might I like to do? .....	What else could I do? .....	How could I find an opportunity .....
Volunteering	.....	.....	.....
Work Experience	.....	.....	.....
Part-time work	.....	.....	.....

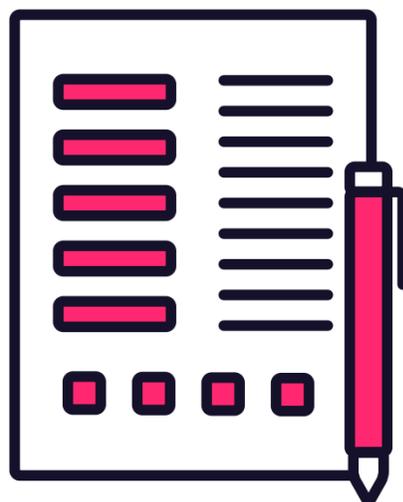


# EMPLOYERS & WORK

There are lots of different opportunities with employers of all shapes and sizes. We work with employers who commit to being Youth Friendly and have signed up to offering great work experience, apprenticeships or entry jobs for young people.

You can research those employers and get to learn about them, what it is like to work for them and how you can apply for their opportunities through our Careers Hub.

In order to apply for work you will need to have a CV, a CV is a document that shows what skills and experience you have. You may then also be asked to come to an interview to meet with an employer and talk about your skills in person.



Getting your CV and interview technique right is important.

Employers often reject people with misspelled or poorly formatted CV's and those who have not prepared for the interview.



Research our advice on CV's and interviews and use the worksheet to note down the tips you think you can use in the future.



# EMPLOYERS & WORK

## MY WORKSHEET

CV TIPS - WHAT IS MOST USEFUL TO ME

INTERVIEW TIPS - WHAT IS MOST USEFUL TO ME



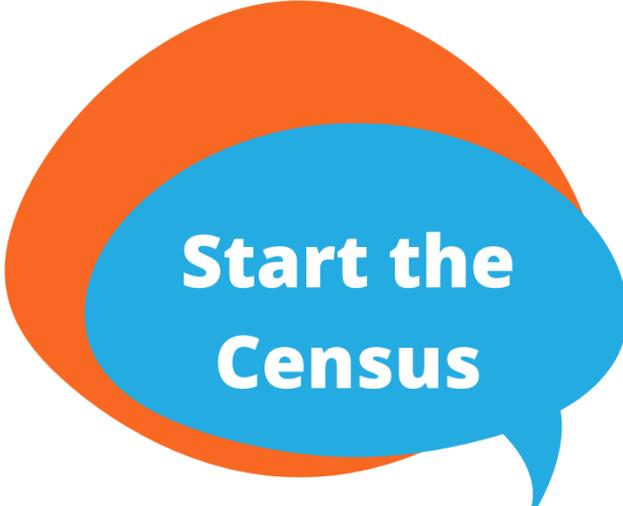
# YOUTH VOICE CENSUS



In addition to providing young people with skills and careers information and helping employers become Youth Friendly we also work closely with government.

One thing we think is really important is to make sure that the views and experiences of young people are shared with politicians. To help us do this we run a large online survey every year called the Youth Voice Census.

Take some time to complete the 2020 Youth Voice Census and help us to make sure that the views of young people are heard.



**Start the  
Census**



# Getting help

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Youth Employment UK will always be a free resource for young people to help them navigate the journey from education to work.

Our site is packed with helpful and impartial information from our expert team, employers, partners and young people.

We also provide links to great organisations who can provide specialist advice and support whatever young people may need.

Take a look at these pages of our site for extra help:

**GETTING A JOB**

**FINANCE**

**WHAT TO DO  
NEXT**

**STARTING A  
BUSINESS**

**MENTAL  
HEALTH**

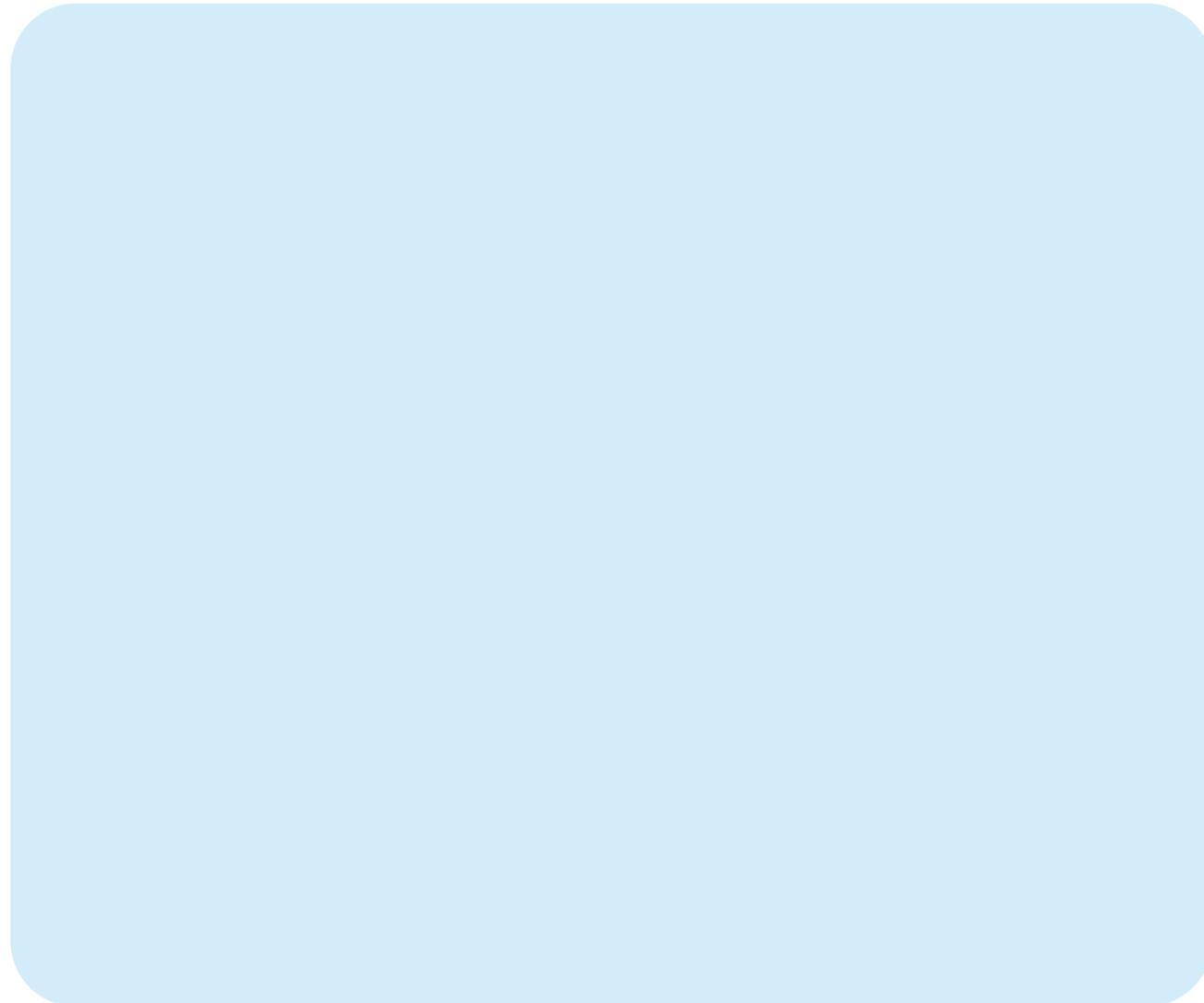
**OPPORTUNITIES**



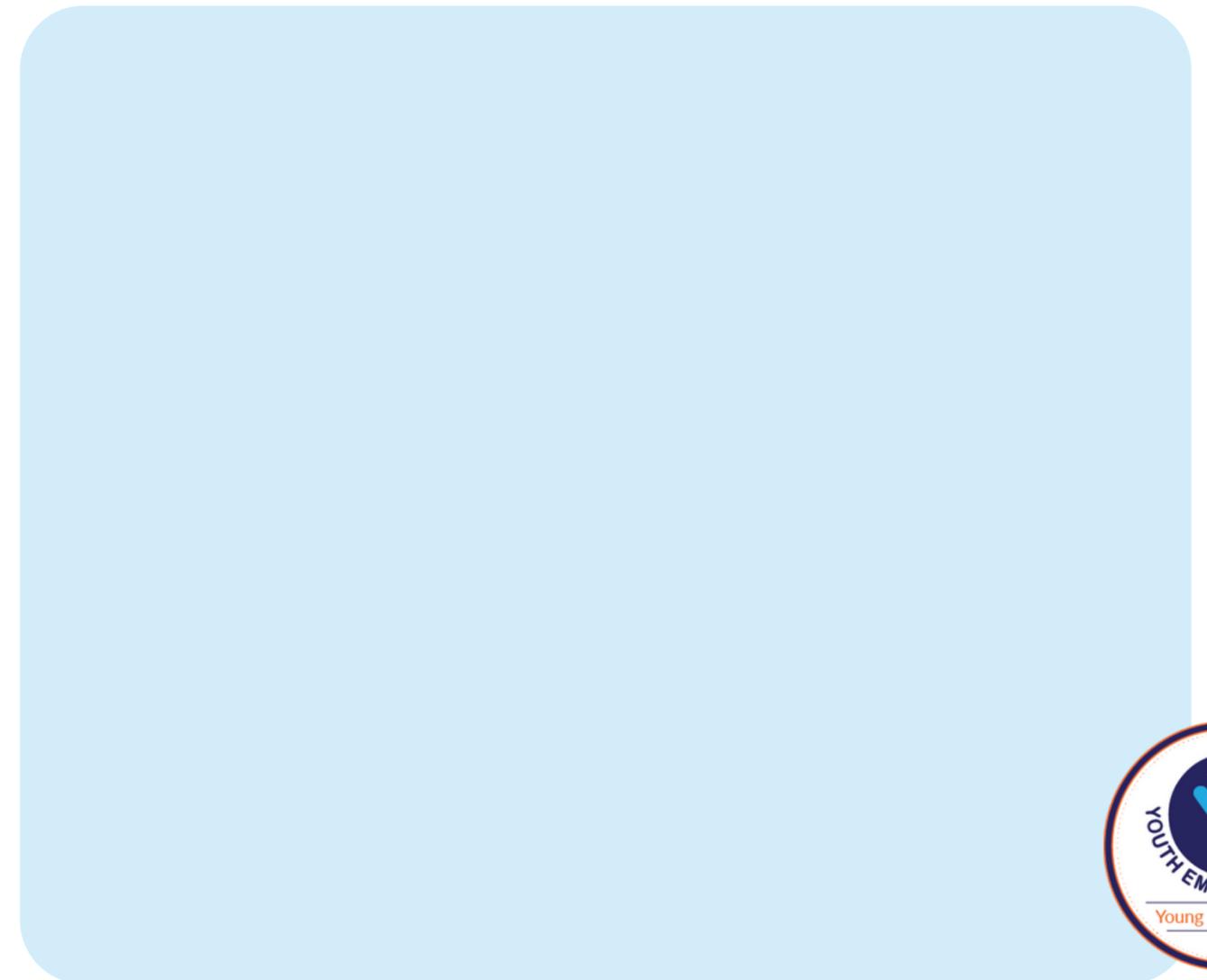
# YOUR REFLECTION



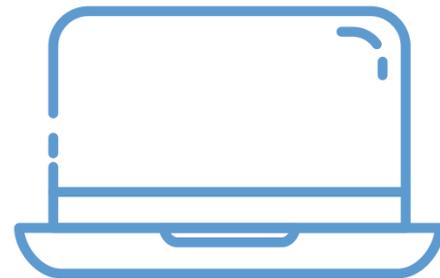
**WHAT INFORMATION & EXERCISES HAVE YOU FOUND MOST USEFUL?**



**REFLECT ON THE KEY THINGS YOU HAVE LEARNED AND THE STEPS YOU WANT TO TAKE TO BOOST YOUR CAREER.**



# Stay in touch



Sign up to the website

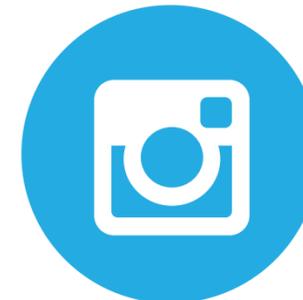
[www.youthemployment.org.uk/young-professional-training/](http://www.youthemployment.org.uk/young-professional-training/)



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