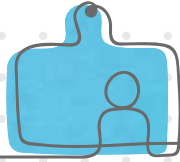


Moving On

Starting your career



ASDAN



This journal belongs to

[Empty dashed box for writing the owner's name]



 **Reminder**

Work through this journal with the support of a trusted adult and reflect on your experiences as you go.

Contents

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✓ **Top tip**

You can work through the sections of this journal in any order.



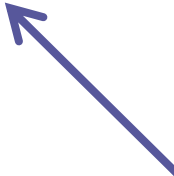
Making career choices


Your career is a life-long journey. It's important to take a planned and purposeful approach to career research and future career opportunities.

You may already have big ideas about the future, or maybe you're still figuring out what you want to do. One thing for certain is that there are many options open to you. The first things to think about are the goals you want to achieve in the future.

Reminder

Your career goals may shift over time as your priorities in other areas of your life change.



 Draw lines to show some of the different routes you might take to employment, from post-16 pathways to full-time employment. Discuss your diagram with a trusted adult.

Post-16 pathways

A-levels

Work part-time

GCSE resits

Intermediate
apprenticeship

Other
qualification

Find an
employer

Degree

Advanced
or higher
apprenticeship

Nationally
recognised
qualification

Full-time employment at 18+



Practical activity

Visit careers fairs to find out about different post-16 pathways.



Applying for a job

There are lots of different ways that you can find and apply for job opportunities, including online, through recruitment agencies, or through social media.

The application process for jobs can vary between companies – some use online application forms, others ask you to apply by email and some may use recruitment agencies or websites.

This section will help you to prepare for some of the common features of almost all job application processes:

- a CV
- references
- a cover letter or email
- an interview


Interview preparation

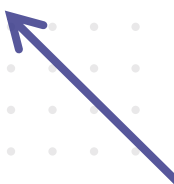


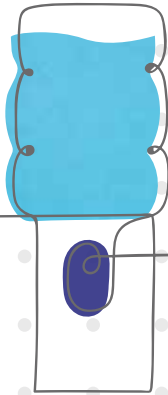
 Create a checklist of things that you could do to prepare for a job interview.

Interview preparation checklist	✓
Research the company and find out more about what they do.	

Sample

 **Practical activity**
Take part in some practice or mock interviews. Get feedback on your performance and what you could do to improve.





Rights and responsibilities at work


Both employers and employees have rights and responsibilities at work.

Knowing about your rights can help to prevent you from being treated unfairly or missing out on what you're entitled to. If you understand your responsibilities, then you, your employer and your colleagues know what to expect from each other.

If you feel your rights aren't being upheld at work, it's important to know that there are organisations that can offer expert help and advice.

Support

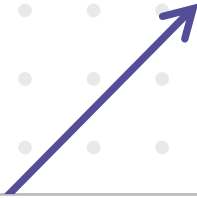
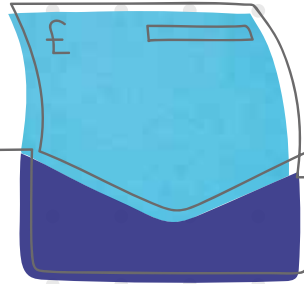
Acas gives free, impartial advice on workplace rights, rules and best practice: www.acas.org.uk

 Use this page to record any additional notes or important information you would like to remember about rights and responsibilities at work. If you have done any additional activities, you can record them here.

Sample

Useful contacts, websites and phone numbers





Earning money

Being at work and earning money is an important part of being able to live independently. Most people have to work to earn money, to maintain a standard of living.

Although earning money is not the only reason why people choose to work, most people want to earn enough money to pay for basic essentials. Things like having a roof over their head, being able to keep their home warm, having enough food to eat and providing for their families.

If you're in work and still struggling to pay for basic essentials, it's important to know that there's financial support available if you need it.

Moving On links

The **Managing money** journal contains useful information and advice on financial support.

Ref.	Employee Name	Process Date	N.I. Number
209	Aisha Lee	27/04/2022	NI112233A

Payment	Units	Rate	Amount
Hourly rate	12.00	10.00	120.00
Overtime	4.00	20.00	80.00

Deduction	Amount
PAYE Tax	40.00
National Insurance	24.00
Pension	6.00

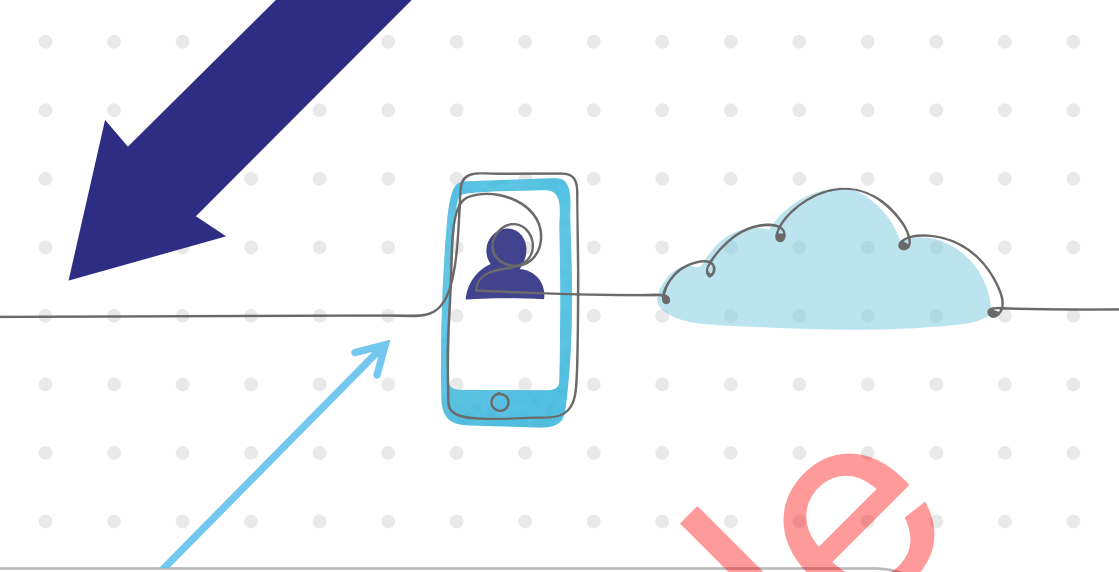
Aisha Lee
 10 Beech St
 Bristol
 BS1 2AB

Time Period	Amount
Total Gross Pay	200.00
Gross for Tax	200.00
Earnings for NI	200.00
Payment Period	Monthly
Employer NI	29.53
Er Pension	10.00

Year to date	Amount
Total Gross Pay TD	200.00
Gross for Tax TD	200.00
Tax Paid TD	40.00
Earnings for NI TD	200.00
National Insurance TD	24.00
Ee Pension TD	6.00

Tax Code: BR Dept: 1 Tax Period: 1 Payment: BACS

Net Pay £130.00



Professional networks

There's a common saying in the world of work and business: "It's not what you know, it's who you know."


Although this is only partially true, connections with other people are an important part of being at work. Networking and social media can be especially useful in finding opportunities for new jobs or roles. Your professional networks can also be a source of support and advice if you find yourself facing difficult situations at work.

Moving On links

The **Relating to people** journal contains useful information and advice on maintaining all kinds of relationships.

Social media impressions



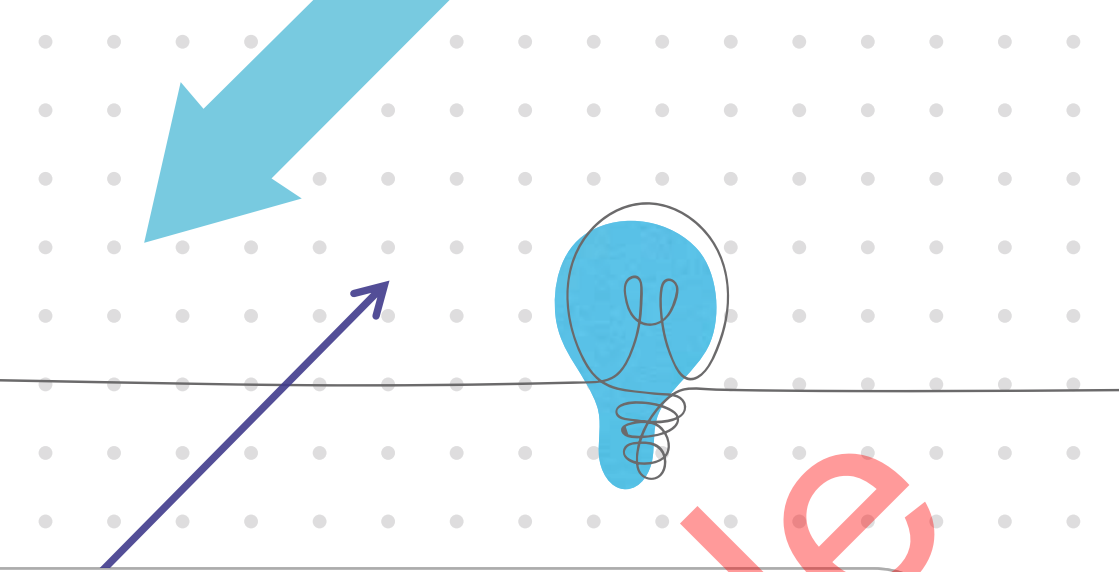
 For each of the following scenarios, consider what impression the applicant's social media activity might give to a potential employer. What could the applicant do to give a better impression? Check your answers with a trusted adult.

Scenario A

Ellie is applying for a marketing role in a small charity. She has active social media accounts where she regularly shares places she has visited and her daily runs. Her friends sometimes tag her in posts from their nights out, including videos of her drinking shots.

What impression could this give?

What could Ellie do to give a better impression?



Starting your career reflection

The following pages should be completed in conversation with a trusted adult, once you have completed the rest of this journal.

You should discuss:

- What did you enjoy? What have you found difficult?
- What have you learnt? What skills have you developed?
- How are you feeling about living independently?
- What are your next steps? Is there anything you need support with?

Reminder

Your completed module journal is yours to keep and take with you to refer back to in the future.

Reflective reference



A trusted adult will write a reflective reference for you, as evidence that you have completed the Starting you career journal and that you have developed the skills and knowledge you need to 'move on'.

Ask the people that you have worked with while completing this module for their feedback or comments.

Sample



Reminder

Keep a copy of your reflective reference with your completed module journal as evidence that you have developed the skills and knowledge you need to 'move on'.



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