

**National
Careers
Service**

Helping you take
the next step

unionlearn

Toolkit for union learners



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Introduction

Who we are (National Careers Service)

The National Career Service is here to help you with advice online, over the phone or face to face with an adviser

- Help to choose or change career
- Skills tests, course search, job search advice
- Personalised help from careers advisers

What can we offer you?

Local telephone support – ring National number 0800 100 900 and state where you live. You will then be passed onto our Regional helpline for further assistance. *Please be aware that we record all calls.* As part of this service you will receive advice over the telephone, with a personalised action plan. You will also be able to make an appointment with an adviser in one of our centres (day-time only).

Online - National Careers Service <https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx> and Careers Yorkshire and the Humber www.careersyandh.co.uk The National Careers Service provides you with a place to keep everything safe and to hand - it's called the **Lifelong Learning Account** - say goodbye to searching for important information!

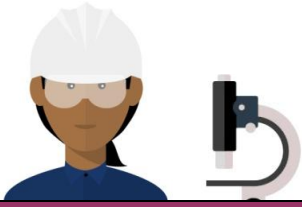
- Store your Skills Health Check, CVs, and course searches
- Keep a Learning Record - to store details of your qualifications
- View your Learner Statement - it shows any funding that you may have received

The Careers Yorkshire and the Humber website holds a range of information to support you in your plans, the **Plain Guides** contain labour market Information on 23 occupational areas along with useful information on skills, qualifications, salaries and prospects. The **Job Search Hints and Tips** is a series of fact sheets to support jobsearch. You can also access our Inspiration website <https://inspiringyandh.co.uk/> that contains in depth Labour Market Information broken down into local areas along with a range of other useful information.

Face-to-face advice – in a centre with a National Careers Service adviser (day time only)

Who is the toolkit for?

This toolkit is for has been produced to support union learning reps and learners in the workplace, it is on the Careers Yorkshire and the Humber website www.careersyandh.co.uk , and in printed format – please contact unionlearn: ulweb@tuc.org.uk



Planning ahead

Where am I now?

Understanding what is really important in your life can help you put things into perspective and enable you to plan more effectively for the future. Rank the issues below in order of importance to you.

1 = most important and 8 = least important

Life issues	Rank 1-8
Health issues	
Caring responsibilities (family/friends etc)	
Reducing stress	
Developing new skills for work	
Developing new skills for leisure	
Flexible working arrangements (work/life balance)	
Retirement	
Finance	
Are there any other issues that are important to you?	

Keep these issues in mind when completing the tables on the following pages.



Know yourself

It's important to understand how exploring the things that shape your life, including learning and work, affect your career development and managing your career. When you have completed this section, think about those areas where you have indicated you need support – this is where your National Careers Service adviser can help you.

Stages	Feel confident	Need support
Understanding and developing myself		
1. I know who I am and what I am good at		
2. I interact confidently and effectively with others		
3. I change, develop and adapt throughout my life		
Exploring life, learning and work		
4. I learn throughout my life		
5. I find and utilise information and the support of others		
6. I understand how changes in society, politics and the economy relate to my life, learning and work		
7. I understand how life, learning and work roles change over time		
Developing and managing my career		
8. I make effective decisions relating to my life, learning and work		
9. I can find, create and keep work		
10. I maintain a balance in my life, learning and work that is right for me		
11. I plan, develop and manage my life, learning and work		



Next steps

Goal setting and action planning

Once you have a better idea what influences you, what you want out of life/work and the support you feel you need, it is a good idea to make a plan. The following is designed to help you if you have specific questions that you need to work through to achieve your goal.

Question	Action/s	Notes/timescales
I would like a promotion	<ul style="list-style-type: none"> ○ Create a personal development plan – look at action planning tool on the National Careers Service website ○ Identify good examples of your skills and experience to use in interviews/appraisals ○ Find a mentor/friend who you can work with to identify learning or work opportunities 	
I would like a better work- life balance	<ul style="list-style-type: none"> ○ Check out websites on work-life balance ○ Get to know yourself – what are your stress points at work or at home? ○ Work on coping mechanisms to improve balance – this could be sport, relaxation techniques; address issues at work in a structured way 	
I would like to manage my career more effectively	<ul style="list-style-type: none"> ○ Plan ahead – make decisions with this plan in mind ○ Be open to opportunities – allow yourself to take risks ○ Write a five year career plan with goals and milestones – mark off as you achieve goals ○ Can you create opportunities in your current job? 	
I want to prepare for a break in work	<ul style="list-style-type: none"> ○ Be prepared plan ahead ○ Consider financial implications ○ How long will the break be? ○ Do you want to go back to the same role? 	

Now that you have completed these exercises you may want to discuss your plans further with a National Careers Service adviser on the phone, face-to-face or chat online. See **useful contacts** section.



Useful contacts

Websites/organisations to support your development

<https://www.unionlearn.org.uk/yorkshire-humber> - unionlearn Yorkshire and the Humber

<https://climbingframe.unionlearn.org.uk> - union learning Climbing Frame

<https://www.unionlearn.org.uk/supporting-learners> - Supporting Learners section on the unionlearn website

Unionlearn, Congress House, Great Russell Street, London WC1B 3LS

Tel: 020 7079 6920

Email: ulweb@tuc.org.uk

@unionlearn: <https://twitter.com/unionlearn>

<https://www.facebook.com/tucunionlearn>

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx> National Careers Service or ring **0800 100 900** and ask to speak to an adviser.

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx> - Job Profiles

<https://nationalcareersservice.direct.gov.uk/tools/Pages/default.aspx> - Career Tools

<https://nationalcareersservice.direct.gov.uk/advice/courses/Pages/default.aspx> - Courses and learning

<https://nationalcareersservice.direct.gov.uk/tools/cv/Pages/default.aspx> - CV Builder

<https://nationalcareersservice.direct.gov.uk/account/Pages/default.aspx> - Lifelong Learning Account

www.careersyandh.co.uk – access the Plain Guides, Job Search Hints and Tips and Labour Market information on the CYH website and Yorkshire and the Humber inspiration portal <https://inspiringyandh.co.uk/>



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