

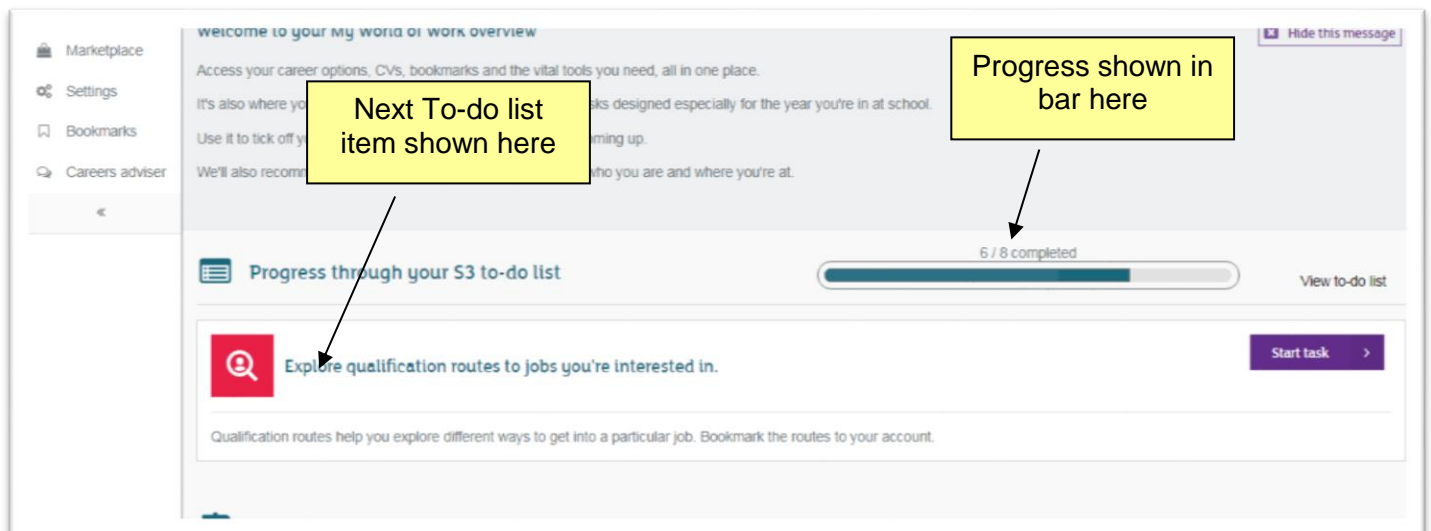
To-do list

The To-do list functionality guides secondary school customers through the site via their My WoW account. Each customer is provided with a series of tasks associated with the stage they're at at school, saving them thinking time about what to do on the site.

The tasks have been broken into three key stages:

- S1 – three tasks focussing on completing the core tools – about me, skills and strengths
- S2-S3 – redoing the core tools and tasks around subject choices, exploring job profiles and qualification route maps, starting a profile and an introduction to the CV builder
- S4 to S6 – redoing the core tools, completing tasks around senior phase subject choice, preparing for course choices, training or searching for jobs, as well as a number of other tasks (view full list at the end of this guide).

To access the To-do list functionality, sign in to My World of Work and in your account the overview screen will show a progress bar related to your “To-do” activities, together with the next recommended To-do list item:

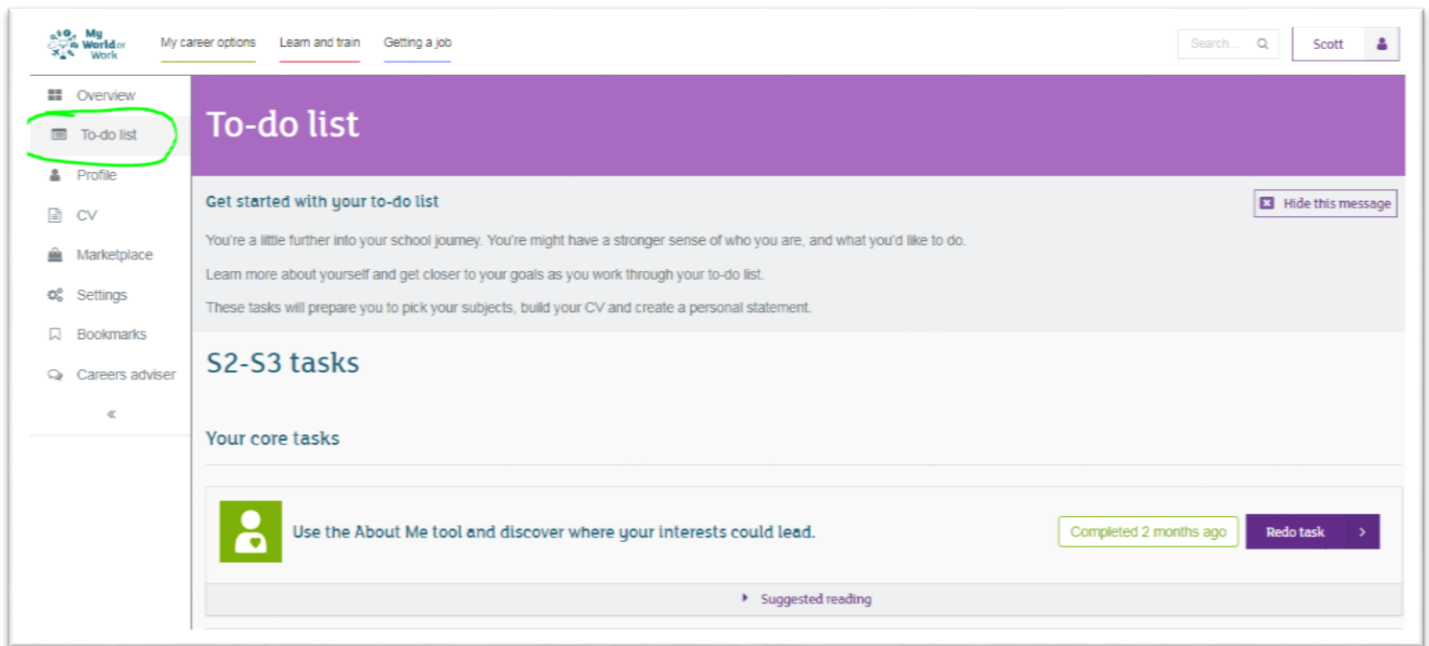


The screenshot shows the 'welcome to your my world of work overview' page. A progress bar indicates '6 / 8 completed'. Below the progress bar, a task card is displayed with the title 'Explore qualification routes to jobs you're interested in.' and a 'Start task' button. Two yellow callout boxes with arrows point to the task card and the progress bar.

Next To-do list item shown here

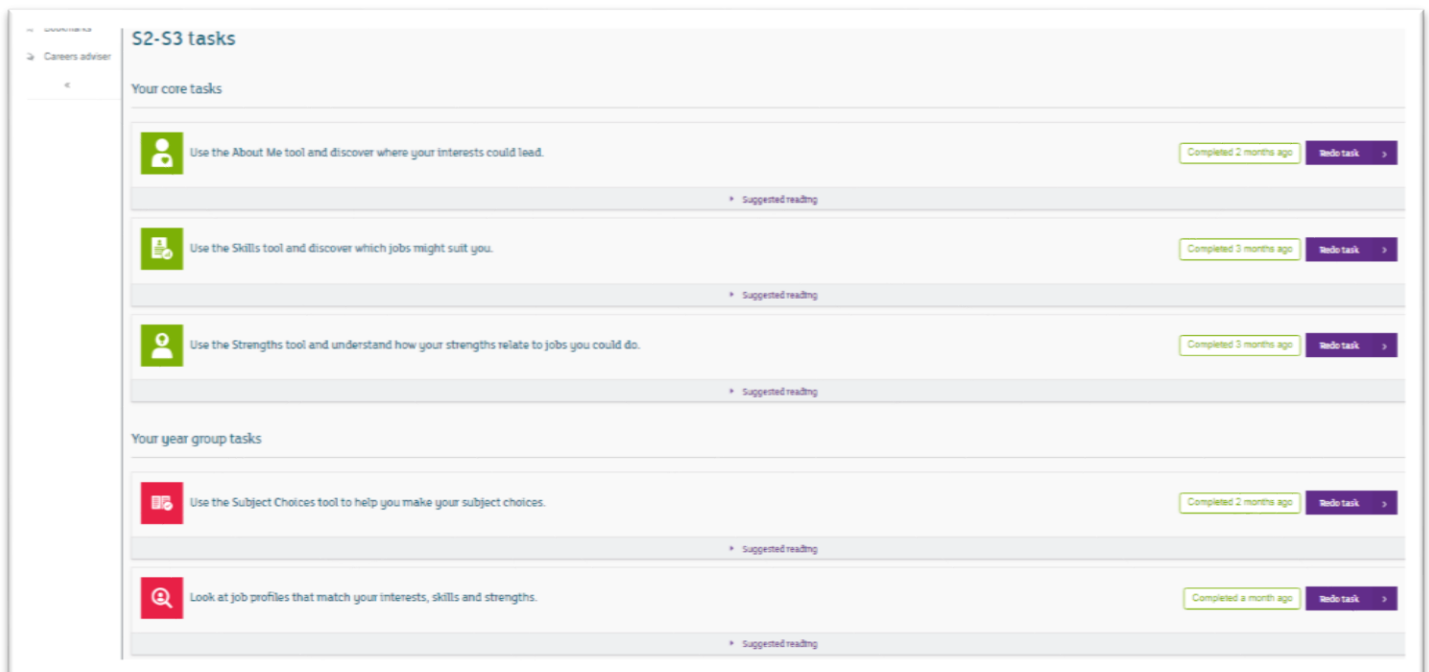
Progress shown in bar here

Clicking on “To-do list” in the list of links on the left side of the account page will take you to your To-do list....

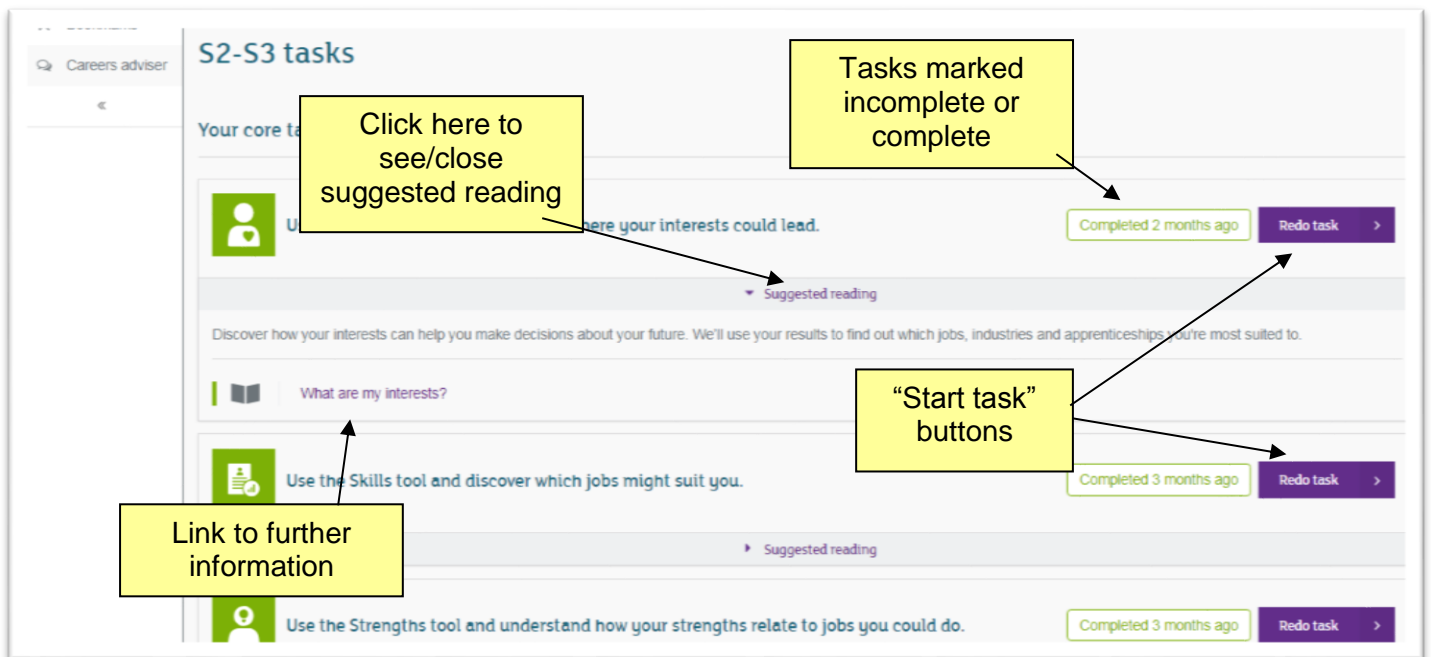


...and you will be shown a predefined list of items related to the year group you have selected in your account settings – in this example S2 – S3.

Scrolling down the page, items will be shown colour-coded – core tools are in green, other S2-S3 tasks in red.



Each item in the list will have a “Suggested reading” link to find out more about the activity, including links to resources. Towards the right, the items will be marked complete/ incomplete as appropriate, together with a button to “Start task”:



On completion of each task, it will be marked as complete in the “To-do list” page of the account, and the progress bar on the account overview will be updated accordingly.

A complete list of tasks by year group is shown below:

Tags	Task
Core	Use the about me tool and discover where your interests could lead.
Core	Use the skills tool and discover which jobs might suit you.
Core	Use the strengths tool and understand how your strengths relate to jobs you could do.
S2,S3,S2-S3	Use the subject choices tool to help you make your subject choices.
S2,S3,S2-S3	Look at job profiles that match your interests, skills and strengths.
S2,S3,S2-S3	Build qualification routes on job profiles you're interested in.
S2,S3,S2-S3	Start your personal summary on your profile.
S2,S3,S2-S3	Start your skills summary on your profile.
S2,S3,S2-S3	Start your strengths summary on your profile.
S2,S3,S2-S3	Use the CV builder.
S4,S5,S6,S4-S6	Use the subject choices tool to consider what subjects to pick in your senior phase.
S4,S5,S6,S4-S6	Explore your recommended job profiles to find out about different careers.
S4,S5,S6,S4-S6	Create qualification routes for any job profiles you're interested in.
S4,S5,S6,S4-S6	Update your CV with any new experience, skills or achievements.
S4,S5,S6,Leaving school	Use our course search to find college and university courses, and other types of learning ar
S4,S5,S6,Leaving school	Use our job search to search current vacancies and apprenticeships.
S4,S5,S6,Leaving school	Complete your profile, including your personal statement.
S4,S5,S6,Leaving school	Update your CV with any new experiences, skills or achievements.
S4,S5,S6,Leaving school	Use the interview tool to prepare for college or job interviews.